



## PEIMS Fall Submission



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# 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:** Each LEA will have unique situations. Some of the dates, images, and examples provided in this document are for informational and instructional 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

- [Rules and Exceptions](#)

### 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).
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# Verify and Update Campus/District Settings - Registration

- Verify and Update District Data

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

DEMOGRAPHIC INFO CONTROL INFO SPECIAL ED INFO ATTENDANCE ZONES OPTIONS STATE REPORTING

ASVAB: 01

Family Engagement Plan Link: <https://sites.google.com/dilleyisd.net/parent-resource-hub/home>

LEA Grievance Link: <https://sites.google.com/dilleyisd.net/parent-resource-hub/home>

Local Education Agency Category: 01 : School District

Education Organization Category: 02 : Local Education Agency

PK Program Evaluation Type: 01 : TEA Self-Assessment Tr

Special Education Data System (SPEDS)

Preschool Outcomes Reporting:

Timely Initial Evaluation Reporting:

Early Childhood Transition Reporting:

Secondary Transition Reporting:

Gifted and Talented Programs

Delete GT Program

01 : Pull-out

04 : Full-time inclusion

CTE Programs of Study

Delete Program Code

012 : Carpentry

042 : Networking Systems

050 : Teaching and Training

060 : Welding

- Verify and Update Campus Data

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

Campus ID: 001 Retrieve

DEMOGRAPHIC INFO CONTROL INFO PRINCIPAL/COUNSELOR

Low Grade Level: 09 High Grade Level: 12

Accreditation: Texas Education Agency

College Board Campus Code Number: 442015

Default Track: 01

Exclude from District Reporting:

School Type: High School

Capped To Campus:  Capped Date:

Full Day PK Waiver:

Additional Days Program:

Nbr of Bullying Incidents: 1

Nbr of Cyberbullying Incidents: 0

Participate in ELO:

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

Campus Enrollment Type

Delete CEP Type Begin Date End Date

02 : Zoned Enrollment - Transfers Ac 08-05-2025 --

National School Lunch Program

Delete NSLP Type Begin Date End Date

03 : Yes participating in NSLP under 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 Cnty-Dist: 001-906		Invalid Service ID TEXAS ISD Sch Year: 2026			Program ID: SGR0220 Page: 1 of 1		
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 Nbr	Exm Prd	Core Crd	ELA Auto Crd	Credits Crd	Crd Prtl Lvl Crd	Grd Gender	HR HR HR GA	HR HR HR GA	Service ID	Spec Crs	Incl Priority AAR Use	CTE Hours	CTE Cours	PEIMS
0001	Homeroom PK3	HMRM PK3	N	2	1	2	Z	E	N	0	4	N	R	0	0	01010000	PE-E-KIND
0020	Homeroom PK4	HMRM PK4	N	2	1	2	Z	E	N	0	4	N	R	0	0	01010000	PE-E-KIND
0030	Homeroom KG	HMRM KG	N	2	1	0	Z	E	N	0	4	N	R	0	0	01020000	KINDER
0040	Homeroom Multi	HMRM SPE	N	2	1	0	Z	E	N	0	4	N	R	0	0	00000001	SE-GENER
005H	STUDY HALL	STUDHALL	N	2	1	2		M	Y	0	4	Y	R	1	1	838005TH	
0100	Homeroom 1	HMRM 1	N	2	1	2	Z	E	N	0	4	N	R	0	0	0 EXCLUDE	CL STAFF
0111	ELAR 1	ELAR 1	N	2	1	2	L	E	N	0	4	Y	R	1	1	02625010	ELA, READ 1
0121	Math 1	Math 1	N	2	1	2	M	E	N	0	4	Y	R	1	1	02640010	MATH-G-1
0131	Soc Studies 1	SS 1	N	2	1	2	S	E	N	0	4	Y	R	1	1	02660010	SOCST-G-1
0141	Science 1	Sc 1	N	2	1	2	X	E	N	0	4	Y	R	1	1	02690100	SCIGR-1
0151	PE 1	PE	N	2	1	2	Z	E	N	0	4	Y	R	0	0	02530003	PE-1-6
0162	Fine Arts 1	Fn Art 1	N	2	1	2	Z	E	N	0	4	Y	R	0	0	083000NA	
0169	TECH APP	TECH APP	N	2	1	2		E	N	0	4	Y	R	1	1	02670010	TECH CAP G-1
0171	Conduct 1	CNDT 1	N	2	1	0	Z	E	N	0	4	Y	R	0	0	0 EXCLUDE	EXCL STAFF
0200	Homeroom 2	HMRM 2	N	2	1	2	Z	E	N	0	4	N	R	0	0	0 EXCLUDE	EXCL STAFF

The SGR0050 report, sorted by **Service ID**, allows you to easily identify any duplicate local course codes. **Local CourseCodes** 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		Instructor Listing 001 School Sch Year: 2026			Program ID: SGR0140			
Cnty-Dist: 001-906 001					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, NICOLETTE 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																																																																																																																									
Format: Course Title Course-Section, Enrollment Room Number, Days MET TEA Course Number Class Role																																																																																																																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Instructor</th> <th>Period 00</th> <th>Period 01</th> <th>Period 02</th> <th>Period 03</th> <th>Period 04</th> <th>Period 05</th> <th>Period 06</th> <th>Period 07</th> <th>Period 08</th> </tr> </thead> <tbody> <tr> <td>No Instructor</td> <td>SEE COUNSELOR</td> </tr> <tr> <td>Instr ID:</td> <td>1000-01</td> <td>5 1000-02</td> <td>4 1000-03</td> <td>4 1000-04</td> <td>7 1000-05</td> <td>5 1000-06</td> <td>10 1000-07</td> <td>7 1000-08</td> <td></td> </tr> <tr> <td></td> <td>MTWThF</td> <td>MTWThF</td> <td>MTWThF</td> <td>MTWThF</td> <td>MTWThF</td> <td>MTWThF</td> <td>MTWThF</td> <td>MTWThF</td> <td>MTWThF</td> </tr> <tr> <td></td> <td>SEXCLUDE</td> <td>SEXCLUDE</td> <td>SEXCLUDE</td> <td>SEXCLUDE</td> <td>SEXCLUDE</td> <td>SEXCLUDE</td> <td>SEXCLUDE</td> <td>SEXCLUDE</td> <td>SEXCLUDE</td> </tr> <tr> <td></td> <td>01-Teacher of Record</td> </tr> <tr> <td>Total Students: 46</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>AGUILAR, A</td> <td>SPED POP</td> <td>RESOURCE RDG</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Instr ID: 943</td> <td>9014-99</td> <td>1 9660-01</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Srf ID=0000013</td> <td>307</td> <td>MTWThF</td> <td>307</td> <td>MTWThF</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>85000SPD</td> <td></td> <td>84000RRD</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Students: 3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Instructor	Period 00	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Period 08	No Instructor	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			MTWThF		SEXCLUDE		01-Teacher of Record	Total Students: 46										AGUILAR, A	SPED POP	RESOURCE RDG								Instr ID: 943	9014-99	1 9660-01	0							Srf ID=0000013	307	MTWThF	307	MTWThF							85000SPD		84000RRD							Total Students: 3																																									
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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**

Master Schedule PEIMS Information							Program ID: SGR0110																					
001 School							Page: 1 of 116																					
Sch Year: 2026							Bold Indicates district data																					
							Gray Indicates invalid Svc ID																					
							# Inactive Instructor																					
Sec	Inst	Inst Name	Class Role Seq	Days Met	Per Beg End Time	End Time	Entry Date	Withdraw Date	Svc ID	Class Type	Pop	Role	Cp	High PK	PK Qual	Stu Sch	Opn Nbrs	Home Room	On Ramps	Dual Crd	Adv Crd	Tech Hrs	CTE Hrs	Teacher Tier	College Cert	Credit Sem1	Credit Sem2	
04		Course Number excluded	00SH 01	Title MTWThF	04 04	STUDY HALL	8/05/2025		83800ST	01	01	087						0	0	0	N	0	0					
05	RODRIGUEZ	Course Number	0600 01	Title MTWThF	05 05	SEE COUNSELOR	8/05/2025		83800ST	01	01	087						0	0	0	N	0	0					
		Course Number	0601	Title		LEADERSHIP			85000CO														0	0				
		Course Number	0602	Title		ESL INT			83800LD														0	0				
		Course Number	0603	Title		ACTIV OF CL			83800ES														0	0				
									SE00000															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		Title		Abbrev Name		Service ID		Service ID Description		Graded Crs			
Del	Details	Course Number	Course Number	Title	Title	Abbrev Name	Abbrev Name	Service ID	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from TeacherPortal	Stf Pcd
		1010	ENGLISH 1	ENG 1	ENG 1	03220100	ENG 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Incl Both(Att Grds)	<input type="checkbox"/>	
		1011	ENGLISH 1A	ENGLISH	ENGLISH	03220100	ENGLISH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Incl Both(Att Grds)	<input type="checkbox"/>	
		1012	ENGLISH 1B	ENGLISH	ENGLISH	03220100	ENGLISH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Incl Both(Att Grds)	<input type="checkbox"/>	
		1020	ENGLISH 2	ENGLISH	ENGLISH	03220200	ENGLISH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Incl Both(Att Grds)	<input type="checkbox"/>	
		1021	ENGLISH 2A	ENGLISH	ENGLISH	03220200	ENGLISH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Incl Both(Att Grds)	<input type="checkbox"/>	
		1022	ENGLISH 2B	ENGLISH	ENGLISH	03220200	ENGLISH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Incl Both(Att Grds)	<input type="checkbox"/>	
		1030	ENGLISH 3	ENGLISH	ENGLISH	03220300	ENGLISH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Incl Both(Att Grds)	<input type="checkbox"/>	
		1031	ENGLISH 3A	ENGLISH	ENGLISH	03220300	ENGLISH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Incl Both(Att Grds)	<input type="checkbox"/>	
		1032	ENGLISH 3B	ENGLISH	ENGLISH	03220300	ENGLISH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Incl Both(Att Grds)	<input type="checkbox"/>	
		1040	ENGLISH 4	ENGLISH	ENGLISH	03220400	ENGLISH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Incl Both(Att Grds)	<input type="checkbox"/>	
		1041	ENGLISH 4A	ENGLISH	ENGLISH	03220400	ENGLISH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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 Ctr: 2 Department:  Gender Restr:  Required:  Elective:

**Course Codes and Credits**  
Tot Credits: 1.0 Part Credit:  AAR:  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 Inst Setc:  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**

COURSE SELECTION		COURSE		SECTION		INSTRUCTOR		COPY COURSE SECTION								
								<input type="text"/> Course Number <input type="button" value="Retrieve"/>								
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 Lmg	Non Campus Based		
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	00SH	STUDY HALL	04	010	0	0	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>	00			
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	00SH	STUDY HALL	05	010	0	0	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>	00			
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	1000	SEE COUNSELOR	01	500	5	0	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>	00			
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	1000	SEE COUNSELOR	02	205	4	1	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>	00			
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	1000	SEE COUNSELOR	03	025	4	1	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>	00			
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	1000	SEE COUNSELOR	04	500	2	0	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>	00			
First <input type="button" value="Previous"/> <input type="button" value="Next"/> Last		<input type="button" value="Add"/>														
<input type="text" value="Crs Nbr: 00SH"/> <input type="text" value="STUDY HALL"/> <input type="text" value="Svc ID: 83800STH"/> <input type="checkbox"/> Multi Svc Ind: <input type="checkbox"/> Lock: <input type="checkbox"/> Include UIL Elig: <input type="checkbox"/>		<input type="text" value="Section: 04"/> <input type="text" value="Max Seats: 010"/> <input type="text" value="Enrolled Students Sem 1: 0"/> <input type="text" value="Sem 2: 0"/> <input type="text" value="Non Campus Based: 00"/> <input type="text" value="Dst Lmg: 00"/>														
<b>Section Information</b> Sped Stu Age: <input type="text" value="00"/> Crs Seq: <input type="text"/> Pop Srvd: <input type="text"/> Wks/Mnth: <input type="text"/> Instruct Sett: <input type="text"/> PK Curricula: <input type="text"/> Class Type: <input type="text"/> Stu Instr: <input type="text"/> High Qual PK Prog: <input type="text"/> Home Room Ind: <input type="checkbox"/> PK Sch Type: <input type="text"/>				<b>Restrictions</b> Type Rstrctn: <input type="text"/> Team Code: <input type="text"/> Gender Rstrctn: <input type="text"/> Grade Rstrctn: <input type="text"/> + <input type="text"/>				<b>Course Codes and Credits</b> Dual Crdt: <input type="text"/> Exam/Sem Pat: <input type="checkbox"/> Gender Rstrctn: <input type="checkbox"/> Adv Tech Crdt: <input type="text"/> Instruct Set: <input type="checkbox"/> AAR Use: <input type="checkbox"/> Self Paced: <input type="checkbox"/> AAR Use: <input type="text"/> Grad Plan Use: <input type="text"/> Grad Plan Use: <input type="text"/> Special Consid: <input type="text"/> + <input type="text"/> Special Consid: <input type="text"/> College Credit Hrs: <input type="text"/> College Credit Hrs: <input type="text"/> Sem 1: <input type="text"/> Nbr Sem: <input type="text"/> Incl UIL Elig: <input checked="" type="checkbox"/> OnRamps: <input type="checkbox"/> Sem 2: <input type="text"/> OnRamps: <input type="text"/> Nbr Sem: <input type="text"/> Incl UIL Elig: <input checked="" type="checkbox"/> OnRamps: <input type="checkbox"/>				<b>District Information</b> Crs Seq: <input type="text"/> Exam/Sem Pat: <input type="checkbox"/> Gender Rstrctn: <input type="checkbox"/> Instruct Set: <input type="checkbox"/> AAR Use: <input type="checkbox"/> Self Paced: <input type="checkbox"/> Pop Srvd: <input type="text"/> Grad Plan Use: <input type="text"/> Class Type: <input type="text"/> Role ID: <input type="text"/> Special Consid: <input type="text"/> CPR: <input type="text"/> Nbr Sem: <input type="text"/> Incl UIL Elig: <input checked="" type="checkbox"/> Speech: <input type="checkbox"/> OnRamps: <input type="checkbox"/>				
<input type="checkbox"/> Include WD Meeting Times: <input type="checkbox"/>				<b>Child Care Partnership</b> <input type="button" value="Delete"/> <input type="button" value="Operation Number"/>				<b>Campus Information</b> Grade Rstrctn: <input type="checkbox"/> Rstrctn Addtl: <input type="checkbox"/>								
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	ADSY
<input type="button" value="Delete"/>	<input type="text" value="01"/>	<input type="text" value="05"/>	<input type="text" value="04"/>	<input type="text" value="04"/>	<input type="text" value="100"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text" value="945"/>	<input type="text" value="SHULL, RUDOLPH M."/>	<input type="text" value="01"/>	<input type="text" value="087"/>	<input type="checkbox"/>	<input type="text" value="08-05-2025"/>	<input type="text"/>	<input type="button" value="Add"/>

- 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**

**Crosswalk Type:**

042 Responsibilities - From Campus/Period to Minutes

043 Responsibilities - From Campus/Service ID to Minutes

044 PE Responsibilities - Campus/Crs/Sec

ADP Additional Days School Year Courses

- Select the appropriate crosswalk from the **Crosswalk Type** dropdown menu.
- Click **Print** to print the data displayed.

Date Run: 11-11-2025 9:28 AM  
Cnty Dist: 001-906

TSDS Student Crosswalks Report  
TEXAS ISD

Page: 1 of 1

Crosswalk Table: 042 Responsibilities - From Campus/Period to Minutes

From	To
00101	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.
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).

Crosswalk Type	Purpose and Usage
044 - PE Responsibilities - Campus/Crs/Sec	<p>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.</p> <p>This is required for all teachers of record for course-sections associated with specific physical education (PE) CourseCodes.</p>

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:

**Crosswalk Type** Select the [crosswalk table](#) 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**.

**Print** [Print the crosswalk report.](#)

#### **Review the report using the following buttons:**

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

#### **The report can be viewed and saved in various file formats.**

Click  to save and print the report in PDF format.

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.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.



[Delete a row.](#)

Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click **Save**. A message is displayed confirming that you want to delete the row.

◦

Click **OK** to delete the row.

◦

Click **Cancel** not to delete the row.

### **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**

The screenshot shows the 'Student Enrollment - Demo1' page. The 'Demographic Information' section is highlighted with a black border. It contains fields for Grade (12), Entry Dt (08-05-2025), Track (01), Orig Entry (08-05-2025), Withdrawal Dt (dropdown), Portal ID (fbF2vaFA35), Name (MICHELLE MADALYN AGUILAR), Gen (checkbox), Nickname (checkbox), Social Security Number (checkbox), SSN (403-92-3818), Prior SSN (dropdown), Texas Unique Student ID (7827254167), Medicaid Eligible (checkbox), Medicaid ID (checkbox), Sex (F), DOB (11-16-2007), Hispanic/Latino (checkbox), Aggregate Race/Ethnicity (H - Hispanic), and Race/Ethnicity checkboxes (White, Black/African American, Asian, American Indian/ Alaskan Native, Hawaiian/Pacific Is). The 'Phone / Address' section contains fields for Addr/Tel Rest (dropdown), Phone Nbr (555 675-9361), Cell Ph Nbr (dropdown), E-mail (dropdown), Mailing (742 E LEONA), Num (742), Street (E LEONA ST), Direction (dropdown), Apt (dropdown), City (Alamo City), State (TX), Zip (46119), and a 'Duplicate' button. The 'Student Indicators' section includes fields for Eligibility Code (B), Record Status (1), Attribution Code (dropdown), NSLP (dropdown), Campus ID Resid (dropdown), Child Find: SPPI-11 (checkbox), Child Find: SPPI-12 (checkbox), Active Cd (1 - Active), Cnty Residence (dropdown), As of Status Last Friday October (B), As of Status Last Day Enrollment (H), and Reporting Excl (dropdown). The 'Current / Next Year Information' section contains fields for Control Num (906), Next Yr Crtr (checkbox), Here Last Yr (checkbox), Next Yr Camp (checkbox), CY Xfer Factor (dropdown), NY Xfer Factor (dropdown), CY Team Code (checkbox), and NY Team Code (checkbox). The 'Economic Disadvantage', 'Foster Care', and 'Military Connected' sections are highlighted with green borders and contain 'Delete', 'Descriptor', 'Begin Date', and 'End Date' fields, along with 'Add' buttons.

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
<b>Counselor Information</b> 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		<b>Miscellaneous</b> Primary Language: <input type="text"/> Immig Tracking: <input type="text"/> Headstart Code: <input type="text"/> Alien Tuition Cd: <input type="checkbox"/> Parent Federal Connected: <input type="checkbox"/> Att Zone Home Campus: <input type="text"/> SAT-ACT-TSIA Reimburse: <input type="checkbox"/>		<b>Dual Language Immersion</b> Year Language 01: <input type="text"/> 02: <input type="text"/> 03: <input type="text"/> 04: <input type="text"/> 05: <input type="text"/> Assessment Date: <input type="text"/> Completion Year: <input type="text"/>					
<b>Receive/Transfer</b> Previous District: <input type="text"/> Previous Campus: 001 Last Year Campus: 001 Last Year Grade: <input type="text"/> Records Request: <input type="text"/> Records Forward: <input type="text"/>		<b>Locker</b> Number: <input type="text"/> Combination 1: <input type="text"/> Combination 2: <input type="text"/>		<b>ECDS Assessments</b> PK Beginning of Year: <input type="text"/> PK End Of Year: <input type="text"/> KG Beginning of Year: <input type="text"/>		<b>Magnet School</b> Magnet this year: <input type="checkbox"/> Magnet next year: <input type="checkbox"/>			
<b>Local Use</b> Local Use Code 1 <input type="checkbox"/> Function 1 <input type="checkbox"/> Undefined Pgm <input type="checkbox"/> Local Use Code 2 <input type="checkbox"/> Function 2 <input type="checkbox"/> Local Use Code 3 <input type="checkbox"/> 1		<b>Census Block</b> Delete Census Block Begin Date End Date  <input type="text"/>  							

**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
<b>Promotion</b> Year End Status: <input type="text"/> SSI Promotion: <input type="text"/> Retained Reason 1: <input type="text"/> Retained Reason 2: <input type="text"/> Retained Reason 3: <input type="text"/>		<b>Status Indicators</b> Student Parent: <input type="text"/> Even Start: <input type="text"/> Neglected/Delinquent: <input type="text"/>		<b>Homeless Status</b> Delete Descriptor Begin Date End Date No Rows 		<b>Early Reading Indicator</b> Delete Descriptor Begin Date End Date no rows 								
<b>Adult Previous Attendance</b>  <input type="text"/>   		<b>Unaccompanied Youth</b> Delete Descriptor Begin Date End Date no rows 		<b>Unsheltered Asylee Refugee</b> Delete Descriptor Begin Date End Date no rows 										
<b>Full Time Hybrid Virtual Program</b> Delete Descriptor Begin Date End Date No Rows 														

- [Graduation](#)

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

**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							
<b>Foundation</b> 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/Gov & WG or WH) 2 Language Other Than English 1 Fine Arts 1 Physical Education 5 Electives (22 Credits) <b>1 - Pursuing</b>		<b>Endorsement</b> (22 Credits) 1 Math (Adv) 1 Science (Adv) 2 Electives (26 Credits) <b>0 - Not Participating</b>		<b>Distinguished</b> (26 Credits) with 4 Science 1 Algebra 2 Endorsement		<b>STAAR EOC Assmnts</b> English 1 <b>Approaches</b> English 2 <b>Approaches</b> Algebra 1 <b>Approaches</b> Biology 1 <b>DidNotMeet</b> US History <b> </b> English 3 <b> </b> Algebra 2 <b> </b> Cum GPA <b>2.68750</b> Cum Rank <b>44</b>		<b>College Readiness</b> ACT.....Composite English Math Read Engl ACT PLAN.....Composite Math Read PSAT Old.....Combined Math Read PSAT New.....Combined Math Read SAT Section Scores SAT.....Combined Math Read TSIA Scores TSIA.....Combined Math ELAR WPL ABE TSIA2.....MathDiag Math ELAR WPL ABE		<b>Diagnostic Info</b> Dyslexia.....No LEP.....No Migrant.....No G/T.....No Spec Ed.....No  Retained.....No			
College Career Instruction		Met Date		Multi-Clipp. Arts and Humanities		Pursuing		0 - Not Participating		Parent Signature		Counselor Signature	
<b>Industry Based Certification</b> Delete <b>Certification</b> Date Taken Result Exam Fee Vendor Nbr Background Check Cost Reimburse Enrolled No Rows													
<b>Add</b>													

- 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 Expelled On Parole, Prob, Deferred Proc, Other Release Previous PEIMS Dropout Emergent Bilingual In Dept Family Protective Svcs														
Delete	Begin Date	End Date	At-Risk	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc	Ind Doc
<input type="button" value="Add"/>														
Last Grade Failed: <input type="text"/> Last Year Failed: <input type="text"/>														
<b>Non PEIMS District Codes</b> User 1- Char 1 <input type="text"/> User 2- Char 1 <input type="text"/> User 3- Char 3 <input type="text"/> User 4- Char 3 <input type="text"/> User 5- Char 8 <input type="text"/>														
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 70 Below Perf. Failed Test Preg/Parent DAEP Expelled On Parole, Prob, Deferred Proc, Other 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/6mo (TEC 25.085/25.086)														
Doc	Ind	Doc	Ind	Doc	Ind	Doc	Ind	Doc	Ind	Doc	Ind	Doc	Ind	Doc
<input type="button" value="Add"/>														
Last Grade Failed: <input type="text"/> Last Year Failed: <input type="text"/>														
<b>Non PEIMS District Codes</b> User 1- Char 1 <input type="text"/> User 2- Char 1 <input type="text"/> User 3- Char 3 <input type="text"/> User 4- Char 3 <input type="text"/> User 5- Char 8 <input type="text"/>														

## 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***

DEM01	DEM02	DEM03	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	--			1		12	8	<input checked="" type="checkbox"/>	01		--	--		

[+ Add](#)

Campus: 001 Status Cd: 1 Track: 01 Residential Facility:

Entry Date: 08-05-2025 Exclusion Code:  Attribution Cd:  Grade Level: 12 Camp Resid:  Reason:  Camp Account:  ET Verify:  Eligibility Code: 8 CTE Elig:

- Special Ed

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

DEM01	DEM02	DEM03	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL	TITLE I	PRS	LOCAL PROGRAMS	PK ENROLL	FORMS			
Delete	Campus	Entry Date	Exit Date	Reason			Prim Dis	Sec Dis	Tert Dis	Multi Dis	Medical Fragile	Instrl Set	Child Cnt Fund	CTE Elig	Speech	RDSPD	RDSPD Dist Of Svc
	001	<input type="text"/> --	<input type="text"/> --	<input type="text"/>			<input type="text"/> 00	<input type="text"/> 00	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/> 0	<input type="text"/> 0					

[+ Add](#)

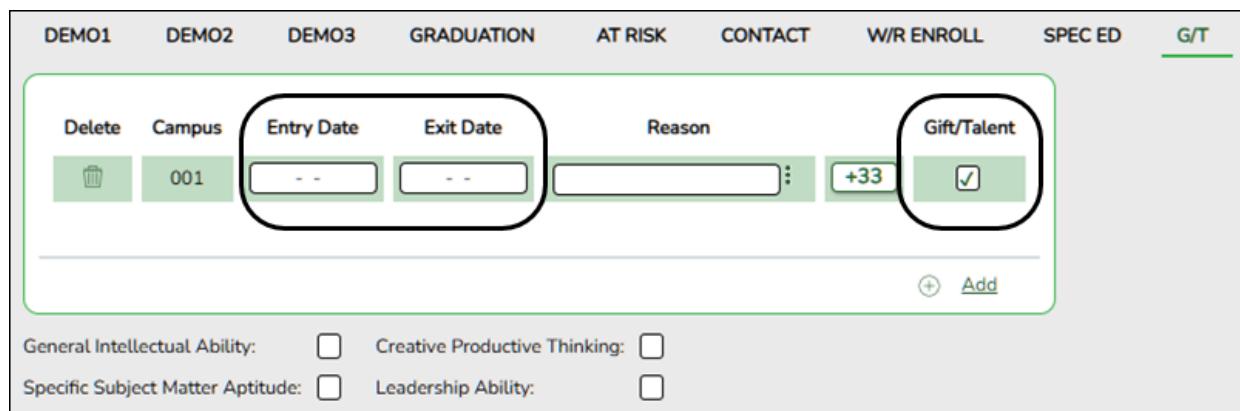
Services

Asst Tech	Aud Svc	Couns Svc	ECI	Interp Svc	Medical Diag	Occup Thrpy	Orient Trng	Phys Thrpy	PPCD Location	Psych Svc	Rec Thrpy	Sch Hlth Svc	Soc Wrk Svc	Transport
<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**

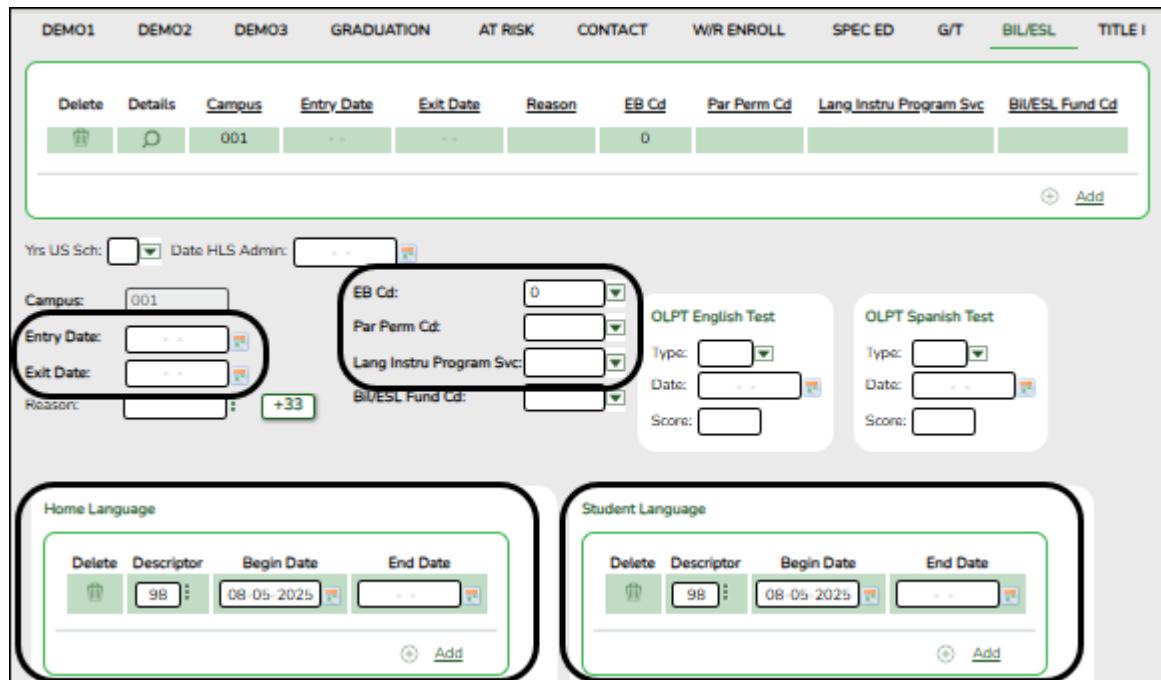
001     **+33**

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

**Add**

- 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	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Add**

Yrs US Sch:  Date HLS Admin:

Campus: 001 **Entry Date:**  **Exit Date:**  **Reason:**  **+33**

**EB Cd:**  **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

**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: 001      Wdraw Reason: +33

Title I Entry Date: 08-05-2025      Title I Code: 6

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)***

DEM01 DEM02 DEM03 GRADUATION AT RISK CONTACT W/R ENROLL SPEC ED G/ PRS

Delete Campus Entry Date Exit Date Reason PRS CEHI CTE Elig

001

+33

Update data elements:

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

- Local Programs

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

DEM01 DEM02 DEM03 GRADUATION AT RISK CONTACT W/R ENROLL SPEC ED G/T BIL/ESL TITLE I PRS LOCAL PROGRAMS

Local Programs for TEA

Delete Campus Entry Date Exit Date Reason Local Program TEA Code Code 1 Code 2 Code 3 Code 4

001

Other Local Programs

Delete Campus Entry Date Exit Date Reason Local Program Code 1 Code 2 Code 3 Code 4

no rows

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**

Date Run: 11/12/2025 2:30 PM		Student No Show Report 001 School Sch Year: 2025							Program ID: SRG2200 Page: 1 of 2		
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		

\* Total for Grade 10: 4

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

**Leaver Tracking**

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

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

Leaver Tracking Report TEXAS ISD 2024 Leavers and 2025 No-Shows for 2025 PEIMS Submission												Program ID: SRG1700 Page: 1 of 4									
Student ID	Student Name	Grd Lvl	Lvr Yr	No Show	Wd Cd	PEIMS Cd	Grad Dt	Grad Type	Dist Crs	E M Srv	Pub and Ind	Bus Stdy	Multi Disc and Hum	Arts IGC	Mil Enlist	SSN	Excl PEIMS	--- SSW Enrollment ---	Campus	Entry	W/D
		09	2025	1	80				0	0	0	0	0	0	0	0	XXX-XX-XXXX	0			
		09	2025	1	80				0	0	0	0	0	0	0	0	XXX-XX-XXXX	0			
		12	2024	0	01	01	05/24/2024	34	2	0	0	0	0	2	0	0	XXX-XX-XXXX	0			
		12	2024	0	01	01	05/24/2024	34	2	0	0	0	2	0	0	0	XXX-XX-XXXX	0			
		12	2024	0	01	01	05/24/2024	34	2	0	0	2	2	0	0	0	XXX-XX-XXXX	0			
		12	2024	0	01	01	05/24/2024	55	0	0	0	2	0	0	0	0	XXX-XX-XXXX	0			
		10	2024	0	60	60				0	0	0	0	1	0	0	0	XXX-XX-XXXX	0		
		12	2024	0	01	01	05/24/2024	34	2	0	0	0	0	2	0	0	XXX-XX-XXXX	0			
		12	2024	0	01	01	05/24/2024	34	2	0	0	0	2	0	0	0	XXX-XX-XXXX	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)**

Save
Student Information
School Year: 2024-2025

Comments
Retrieve
Directory

Prev
Next

STUDENT: 
TEXAS UNIQUE STU ID:

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

**Graduation**

Graduation Type:

AAR Grad Plan:

Cert of Crs/Wrk Date Completed:

CPR-AED Date Completed:

Police Officer Interact Date Completed:

Texas First Early HS Completion Pgm:

Graduation Date:

Texas Grant Eligibility:

College Entry:

Speech Date Completed:

IGC Reviewed:

IGC Graduate:

**Financial Aid Application**

Status:

Met Dates:

Foundation High School Program
Industry Based Certification

College Career Instruction:

Foundation Crs/wrk:  Distinguished Crs/wrk:

STEM:  Date Completed:

Public Services:  Date Completed:

Business and Industry:  Date Completed:

Multi-Disciplinary Studies:  Date Completed:

Arts and Humanities:  Date Completed:

Delete	Certification	Date Taken	Result	Exam Fee	Vendor Nbr	Reimburse	Enrolled
(No data)							

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

2026/01/11 16:44

27

PEIMS Fall Submission

Save School Year: 2024-2025

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

Grade Level: 12 9th Grd Entry Dt: 08-16-2021 Change Plan PGP 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 Assists	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 Socst (U.S. Econ/Govt & WG or WH) 2 Language Other Than English 1 Fine Arts 1 Physical Education 5 Electives (22 Credits) <b>1 - Pursuing</b>	(22 Credits) 1 Math (Adv) 1 Science (Adv) 2 Electives  (26 Credits)	(26 Credits) with 4 Science 1 Algebra 2 1 Algebra 1 2 Electives  <b>2 - Completed</b>	English 1 English 2 Algebra 1 Algebra 2 US History Cum GPA Cum Rank	ACT Composite ACT PLAN, Composite PSAT Old...Combined PSAT New, Combined SAT Combined SAT Section Scores TSIA Scores TSIA2 MathDiag College Readiness <b>TSI Required</b>	Dyslexia... No LEP... No Migrant... No G/T... No Spec Ed... Yes  Retained: 10																
<p>College Career Instruction <input type="checkbox"/></p> <p>Accelerated Learning Plan Monitor Plan</p> <p>Parent's Educational Expectation</p> <p>Financial Aid Application</p> <p>Status: 02 - Exception Submitted/Opt-Out <input type="checkbox"/></p> <p>Met Date: 05-2025</p> <p>Endorsements</p> <p>The Student must have 26 credits for an endorsement or distinguished level of achievement.</p> <p>STEM Public Services Business and Industry Multi-Disciplinary Studies Arts and Humanities</p> <p>Date Completed</p> <p>0 - Not Participating <input type="checkbox"/> - - <input type="checkbox"/> 0 - Not Participating <input type="checkbox"/> - - <input type="checkbox"/> 0 - Not Participating <input type="checkbox"/> - - <input type="checkbox"/> <b>2 - Completed</b> <input type="checkbox"/> 05-22-2025 <input type="checkbox"/> 0 - Not Participating <input type="checkbox"/> - - <input type="checkbox"/></p> <p>GP Acknowledgment</p> <p>The importance of a High School Graduation Plan is to indicate that endorsements, the distinction of achievement, and the importance of postsecondary education, automatic college admission, and eligibility for financial aid have been explained to me.</p> <p>Date Student Signature <input type="checkbox"/> Parent Signature <input type="checkbox"/> Counselor Signature <input type="checkbox"/> 05-22-2025</p>																					
<p>Industry Based Certification</p> <table border="1"> <tr> <td>Delete</td> <td><b>Certification</b></td> <td>Date Taken</td> <td>Result</td> <td>Exam Fee</td> <td>Vendor Nbr</td> <td>Reimburse</td> <td>Enrolled</td> </tr> <tr> <td></td> <td>36 : (990) (N) EQUINE MANAGEMENT AND EVALUATION CE</td> <td>- -</td> <td>02 : IBC Examination Passed</td> <td>0.00</td> <td>1000</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>						Delete	<b>Certification</b>	Date Taken	Result	Exam Fee	Vendor Nbr	Reimburse	Enrolled		36 : (990) (N) EQUINE MANAGEMENT AND EVALUATION CE	- -	02 : IBC Examination Passed	0.00	1000	<input type="checkbox"/>	<input type="checkbox"/>
Delete	<b>Certification</b>	Date Taken	Result	Exam Fee	Vendor Nbr	Reimburse	Enrolled														
	36 : (990) (N) EQUINE MANAGEMENT AND EVALUATION CE	- -	02 : IBC Examination Passed	0.00	1000	<input type="checkbox"/>	<input type="checkbox"/>														

### 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**

<p>College Board AP/IB Examinations</p> <p>Delete Admin Month Code</p>	<p>Natl/Intl Business or Industry Certification</p> <p>Origin Certification Date</p>
<p>Outstanding Performance Assessment N/A</p> <p>Bilingual/Biliteracy: <input type="text"/> - - <input type="checkbox"/></p> <p>Dual Credit: 0 - Student not acknowledged for Dual Credit <input type="checkbox"/> - - <input type="checkbox"/></p> <p>Associate Degree: 2 - Associate of Arts (AA) <input type="checkbox"/></p> <p><b>Add</b></p>	

# 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

Update data elements:

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

# Verify and Update Grade Reporting Data - Grade Reporting

- Grade Reporting

**Grade Reporting > Reports > Grade Reporting Reports**

The following data can be verified by generating the [SGR0110 - Master Schedule PEIMS Information](#) report:

- o SectionSet

Master Schedule PEIMS Information										Program ID: SGR0110												
001 School										Page: 1 of 116												
Sch Year: 2026										Bold indicates district data												
Date Run: 10/14/2025 2:43 PM										Gray Indicates invalid Svc ID												
Cnty-Dist: 001-906										# Inactive Instructor												
Campus: 001																						
Sec	Inst	Inst Name	Class Role	Days Met	Per Beg	Beg Time	End Time	Entry Date	Withdraw Date	Svc ID	Class Pop	Role C	High PK	PK Qual	Stu Sch	Child-Care Nbrs	Home Room	On Ramps	Adv Crd	Adv Crd		
04		Course Number excluded	00SH 01	MTWThF	04	04	STUDY HALL	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 E...			SE00000										0	0	

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

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	Dst Lmg	Non Campus Based																																																																																																												
<input type="checkbox"/>	1020	ENGLISH 2	01	022	13	5	15	3	<input type="checkbox"/>	N	<input type="checkbox"/>		00																																																																																																												
<input type="checkbox"/>	1020	ENGLISH 2	03	022	23	3	24	3	<input type="checkbox"/>	N	<input type="checkbox"/>		00																																																																																																												
<input type="checkbox"/>	1020	ENGLISH 2	05	022	16	4	17	3	<input type="checkbox"/>	N	<input type="checkbox"/>		00																																																																																																												
<input type="checkbox"/>	1020	ENGLISH 2	06	022	15	5	12	4	<input type="checkbox"/>	N	<input type="checkbox"/>		00																																																																																																												
<input style="float: right;" type="button" value="Add"/>																																																																																																																									
<input style="float: left; margin-right: 10px;" type="button" value="Crs Nbr: 1020"/> <input style="float: left; margin-right: 10px;" type="text" value="ENGLISH 2"/> <input style="float: left; margin-right: 10px;" type="text" value="Svc ID: 03220200"/> <input style="float: left; margin-right: 10px;" type="checkbox"/>																																																																																																																									
<input style="float: left; margin-right: 10px;" type="text" value="Section: 01"/> <input style="float: left; margin-right: 10px;" type="text" value="Max Seats: 022"/> <input style="float: left; margin-right: 10px;" type="text" value="Enrolled Students Sem 1: 13"/> <input style="float: left; margin-right: 10px;" type="text" value="Sem 2: 15"/> <input style="float: left; margin-right: 10px;" type="checkbox"/>																																																																																																																									
<b>Section Information</b> <table border="1" style="float: left; margin-right: 10px;"> <tr> <td>Sped Stu Age:</td> <td><input type="text" value="00"/></td> <td>Crs Seq:</td> <td><input type="text"/></td> </tr> <tr> <td>Pop Srvd:</td> <td><input type="text" value="01"/></td> <td>Wks/Mnth:</td> <td><input type="text"/></td> </tr> <tr> <td>Instruct Sett:</td> <td><input type="text"/></td> <td>PK Curricula:</td> <td><input type="text"/></td> </tr> <tr> <td>Class Type:</td> <td><input type="text" value="01"/></td> <td>Stu Instr:</td> <td><input type="text"/></td> </tr> <tr> <td>High Qual PK Prog:</td> <td><input type="text"/></td> <td>Home Room Ind:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>PK Sch Type:</td> <td><input type="text"/></td> <td colspan="12"></td> </tr> </table> <b>Restrictions</b> <table border="1" style="float: left; margin-right: 10px;"> <tr> <td>Type Rstrctn:</td> <td><input type="text"/></td> </tr> <tr> <td>Team Code:</td> <td><input type="text"/></td> </tr> <tr> <td>Gender Rstrctn:</td> <td><input type="text"/></td> </tr> <tr> <td>Grade Rstrctn:</td> <td><input type="text"/></td> </tr> </table> <b>Course Codes and Credits</b> <table border="1" style="float: left; margin-right: 10px;"> <tr> <td>Dual Crd:</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Adv Tech Crd:</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>AAR Use:</td> <td><input type="text"/></td> </tr> <tr> <td>Grad Plan Use:</td> <td><input type="text"/></td> </tr> <tr> <td>Special Consid:</td> <td><input type="text"/></td> </tr> <tr> <td>College Credit Hrs</td> <td><input type="text"/></td> </tr> <tr> <td>Sem 1:</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Sem 2:</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>OnRamps:</td> <td><input type="text"/></td> </tr> </table> <b>District Information</b> <table border="1" style="float: left; margin-right: 10px;"> <tr> <td>Crs Seq</td> <td><input type="checkbox"/></td> <td>Exam/Sem Pat:</td> <td><input type="text" value="1"/></td> <td>Gender Rstrctn:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Instruct Sett:</td> <td><input type="checkbox"/></td> <td>AAR Use:</td> <td><input type="checkbox"/></td> <td>Self Paced:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Pop Srvd:</td> <td><input type="text" value="01"/></td> <td>Grad Plan Use:</td> <td><input type="checkbox"/></td> <td>Class Type:</td> <td><input type="text" value="01"/></td> </tr> <tr> <td>Role ID:</td> <td><input type="text" value="087"/></td> <td>Special Consid:</td> <td><input type="checkbox"/></td> <td>CPR:</td> <td><input type="checkbox" value="N"/></td> </tr> <tr> <td>Nbr Sem:</td> <td><input type="text" value="2"/></td> <td>Incl UIL Elig:</td> <td><input checked="" type="checkbox"/></td> <td>Speech:</td> <td><input type="checkbox" value="N"/></td> </tr> <tr> <td>OnRamps:</td> <td><input type="checkbox"/></td> <td colspan="12"></td> </tr> </table> <b>Campus Information</b> <table border="1" style="float: left; margin-right: 10px;"> <tr> <td>Grade Rstrctn:</td> <td><input type="checkbox"/></td> <td>Rstrctn Addl:</td> <td><input type="text" value="0"/></td> </tr> </table>														Sped Stu Age:	<input type="text" value="00"/>	Crs Seq:	<input type="text"/>	Pop Srvd:	<input type="text" value="01"/>	Wks/Mnth:	<input type="text"/>	Instruct Sett:	<input type="text"/>	PK Curricula:	<input type="text"/>	Class Type:	<input type="text" value="01"/>	Stu Instr:	<input type="text"/>	High Qual PK Prog:	<input type="text"/>	Home Room Ind:	<input type="checkbox"/>	PK Sch Type:	<input type="text"/>													Type Rstrctn:	<input type="text"/>	Team Code:	<input type="text"/>	Gender Rstrctn:	<input type="text"/>	Grade Rstrctn:	<input type="text"/>	Dual Crd:	<input type="text" value="0"/>	Adv Tech Crd:	<input type="text" value="0"/>	AAR Use:	<input type="text"/>	Grad Plan Use:	<input type="text"/>	Special Consid:	<input type="text"/>	College Credit Hrs	<input type="text"/>	Sem 1:	<input type="text" value="0"/>	Sem 2:	<input type="text" value="0"/>	OnRamps:	<input type="text"/>	Crs Seq	<input type="checkbox"/>	Exam/Sem Pat:	<input type="text" value="1"/>	Gender Rstrctn:	<input type="checkbox"/>	Instruct Sett:	<input type="checkbox"/>	AAR Use:	<input type="checkbox"/>	Self Paced:	<input type="checkbox"/>	Pop Srvd:	<input type="text" value="01"/>	Grad Plan Use:	<input type="checkbox"/>	Class Type:	<input type="text" value="01"/>	Role ID:	<input type="text" value="087"/>	Special Consid:	<input type="checkbox"/>	CPR:	<input type="checkbox" value="N"/>	Nbr Sem:	<input type="text" value="2"/>	Incl UIL Elig:	<input checked="" type="checkbox"/>	Speech:	<input type="checkbox" value="N"/>	OnRamps:	<input type="checkbox"/>													Grade Rstrctn:	<input type="checkbox"/>	Rstrctn Addl:	<input type="text" value="0"/>
Sped Stu Age:	<input type="text" value="00"/>	Crs Seq:	<input type="text"/>																																																																																																																						
Pop Srvd:	<input type="text" value="01"/>	Wks/Mnth:	<input type="text"/>																																																																																																																						
Instruct Sett:	<input type="text"/>	PK Curricula:	<input type="text"/>																																																																																																																						
Class Type:	<input type="text" value="01"/>	Stu Instr:	<input type="text"/>																																																																																																																						
High Qual PK Prog:	<input type="text"/>	Home Room Ind:	<input type="checkbox"/>																																																																																																																						
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Update data elements:

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

Crosswalk Type: 042 Responsibilities - From Campus/Period to Minutes ▼ Retrieve Print

Delete	From	To
	<input type="text"/>	<input type="text"/>
<span style="border: 1px solid #0070C0; border-radius: 5px; padding: 2px 5px; color: #0070C0;">+</span> <a href="#" style="color: #0070C0;">Add</a>		

Crosswalk Type: 043 Responsibilities - From Campus/Service ID to Minutes ▼ Retrieve Print

Delete	From	To
	<input type="text"/>	<input type="text"/>
<span style="border: 1px solid #0070C0; border-radius: 5px; padding: 2px 5px; color: #0070C0;">+</span> <a href="#" style="color: #0070C0;">Add</a>		

All users will verify data using Crosswalk Type:

- 044 PE Responsibilities - Campus/Crs/Sec

Crosswalk Type: 044 PE Responsibilities - Campus/Crs/Sec ▼ Refresh Delete Print

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*.

Master Schedule PEIMS Information										Program ID:	SGR0110												
001 School										Page:	1 of 116												
Sch Year: 2026										Bold Indicates district data													
<b>Gray Indicates invalid Svc ID</b> <b># Inactive Instructor</b>																							
Sec	Inst	Inst Name	Class Role Svc	Days Met	Per Beg End Time	End Time	Entry Date	Withdraw Date	Class Pop	Role Co Svc ID	PK Qual	Stu Sch InstrType	Child-Care Nbrs	Home Room Ind	On Ramps	Dual Tech Crd	Adv Crd	Tech Hrs	CTE Hrs	CTE Tier	Teacher Cert	College Sem1	Credit Hours Sem2
04	Course Number excluded	00SH 01	Title MTWThF 04 04	STUDY HALL			8/05/2025		83800ST	01 01 087				0	0	0	N	0	0				
05	RODRIGUEZ	01	Title 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					SE00000											0	0		

COURSE SELECTION	COURSE	SECTION	INSTRUCTOR	COPY COURSE SECTION																																																																						
1020 : ENGLISH 2	Course Number			<input type="button" value="Retrieve"/>																																																																						
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Update data elements:

Update data.

- Click **Save**.

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## 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: 2026

**TSDS Level 1 Errors For** [REDACTED]

<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
<input type="checkbox"/>	Student Academic Record	Shared Service Arrangement Extension	1
	Student Attendance	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 / 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 (this cannot be run for a specific date-will run as of the day you run the report)
	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)
	SRG1800	Transfer Students
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