



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).
- 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

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 Ti

CTE Programs of Study

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

Gifted and Talented Programs

Delete	GT Program
<input checked="" type="checkbox"/>	01 : Pull-out
<input checked="" type="checkbox"/>	04 : Full-time inclusion

- Verify and Update Campus Data

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

The screenshot shows the 'Campus' maintenance screen. It includes sections for Demographic Info, Control Info, and Principal/Counselor. The Control Info tab is active. It shows fields for Low Grade Level (09), High Grade Level (12), Accreditation (Texas Education Agency), College Board Campus Code Number (442015), Default Track (01), and other school details. The Principal/Counselor tab shows fields for School Type (High School), Capped To Campus, Full Day PK Waiver, Additional Days Program, and Nbr of Bullying Incidents. The Enrollment Types section shows two entries: 'Campus Enrollment Type' (02: Zoned Enrollment - Transfers Ac, Begin Date 08-05-2025) and 'National School Lunch Program' (03: Yes participating in NSLP under I, Begin Date 08-05-2025). A 'Residential Facility Options' section is also present.

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)

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 Pnd	Prd Crs	Core Cds	ELA Auto Wgt Grade	Credit	Grd Seq	Gender Crs Rstr	HR Cd	HR Tbl	HR Wgt	GA Tbl	GA Wgt	Service ID Description	Dept	Textbook ISBN	Spec Crs	Incl Crs	Priority	AAR Use	CTE Hours	CTE Count	Tier Seq	PEIMS		
			Pod	Sem	Sem	Crd	Pri	Lvl	Crds	Seq	Crds	HR	HR	GA	Wgt	Service ID	Dept	ISBN	Consolid	Elig	Cd	Use	Hours	Count	Seq	Pop Srv	Role ID	Instr Set
0001	Homeroom PK 3	HMRM PK3	N	2	1	2	Z	E	N	0	4	N	R	0	R	0 01010000	PKE-KIND		N	R	03 087	01						
0020	Homeroom PK 4	HMRM PK4	N	2	1	2	Z	E	N	0	4	N	R	0	R	0 01010000	PKE-KIND		N	R	03 087	01						
0030	Homeroom KG	HMRM KG	N	2	1	0	Z	E	N	0	4	N	R	0	R	0 01020000	KINDER		N	R	01 087	01						
0040	Homeroom Multi	HMRM SPE	N	2	1	0	Z	E	N	0	4	N	R	0	R	0 01030001	SE GENER		N	R	06 087	01						
005H	STUDY HALL	STUDHALL	N	2	1	2		M	Y	0	4	Y	R	1	R	1 838005TH			Y	E	T	01 087	01					
0100	Homeroom 1	HMRM 1	N	2	1	2	Z	E	N	0	4	N	R	0	R	0 08EXCLUDE EXCL STAFF			N	R	01 087	01						
0111	ELAR 1	ELAR 1	N	2	1	2	L	E	N	0	4	Y	R	1	R	1 02625010	ELA, READ 1		Y	R	01 087	01						
0121	Math 1	Math 1	N	2	1	2	M	E	N	0	4	Y	R	1	R	1 02640010	MATH.G-1		Y	R	01 087	01						
0131	Soc Studies 1	SS 1	N	2	1	2	S	E	N	0	4	Y	R	1	R	1 02660010	SOCST.G-1		Y	R	01 087	01						
0141	Science 1	Sci 1	N	2	1	2	X	E	N	0	4	Y	R	1	R	1 02650100	SCI.GR-1		Y	R	01 087	01						
0151	PE 1	PE	N	2	1	2	Z	E	N	0	4	Y	R	0	R	0 02530003	PE.1-6		N	R	01 087	01						
0162	Fine Arts 1	Fn Art 1	N	2	1	2	Z	E	N	0	4	Y	R	0	R	0 80300FNA			N	R	01 087	01						
0169	TECH APP	TECH APP	N	2	1	2		E	N	0	4	Y	R	1	R	1 02670010	TECH.G-1		Y	R	01 087	01						
0171	Conduct 1	CNDT 1	N	2	1	0	Z	E	N	0	4	Y	R	0	R	0 08EXCLUDE EXCL STAFF			N	R	01 087	01						
0200	Homeroom 2	HMRM 2	N	2	1	2	Z	E	N	0	4	N	R	0	R	0 08EXCLUDE 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 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 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, 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																					
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																		
Stf ID=000013	307	MTWThF	307	MTWThF																	
	85000SPD		84000RRD																		
	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

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 Set	Days Met	Per Beg End	Beg End Time	End Time	Entry Date	Withdraw Date	Class Pop	Role Curr	Svc ID	PK Qual	Stu PK	Child Care Nbrs	Home Room	On Ramps	Adv Crd	Tech Crd	CTE Hrs	CTE Tier	Teacher Coll	Credit Hours
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		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		

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	Nbr of Sem	Textbook ISBN	Exclude from TeacherPortal	Stf Pcd
<input type="checkbox"/>	<input type="checkbox"/>	1010	ENGLISH 1	ENG 1	03220100	ENG 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	1011	ENGLISH 1A	ENGLISH	03220100	ENG 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	1012	ENGLISH 1B	ENGLISH	03220100	ENG 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	1020	ENGLISH 2	ENGLISH	03220200	ENG 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	1021	ENGLISH 2A	ENGLISH	03220200	ENG 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	1022	ENGLISH 2B	ENGLISH	03220200	ENG 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	1030	ENGLISH 3	ENGLISH	03220300	ENG 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	1031	ENGLISH 3A	ENGLISH	03220300	ENG 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	1032	ENGLISH 3B	ENGLISH	03220300	ENG 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	1040	ENGLISH 4	ENGLISH	03220400	ENG 4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	1041	ENGLISH 4A	ENGLISH	03220400	ENG 4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>

Rows: 13

Course 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 Core Crs: ELA Wgt: Auto Grd: Incl UIL Elig: Exam/Sem Pat: 1 Elem/Misc: CTE Hrs: Pop Srvd: 01 Instl Sett: Class Type: 01 Role ID: 087 HRoll Wgt: 1 HRoll Table: R Regular HRoll Cd: GA Table: R Regular GA Wgt: 1 Crs Seq:

- 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**

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="checkbox"/>	<input type="button" value="🔍"/>	00SH	STUDY HALL	04	010	0	0	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>	00	
<input type="checkbox"/>	<input type="button" value="🔍"/>	00SH	STUDY HALL	05	010	0	0	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>	00	
<input type="checkbox"/>	<input type="button" value="🔍"/>	1000	SEE COUNSELOR	01	500	5	0	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>	00	
<input type="checkbox"/>	<input type="button" value="🔍"/>	1000	SEE COUNSELOR	02	025	4	1	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>	00	
<input type="checkbox"/>	<input type="button" value="🔍"/>	1000	SEE COUNSELOR	03	025	4	1	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>	00	
<input type="checkbox"/>	<input type="button" value="🔍"/>	1000	SEE COUNSELOR	04	500	2	0	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>	00	

First 1 / 47 Last

⇒ Crs Nbr: 00SH Course: STUDY HALL Svc ID: 838005TH Multi Svc Ind: Lock: Include UIL Elig: N
 Section: 04 Max Seats: 010 Enrolled Students Sem 1: 0 Sem 2: 0 Non Campus Based: 00 Dst Lmg:

Section Information

Sped Stu Age: 00	Crs Seq: <input type="button" value="➡"/>
Pop Srvd: <input type="button" value="➡"/>	Wks/Mnth: <input type="button" value="➡"/>
Instruct Sett: <input type="button" value="➡"/>	PK Curricula: <input type="button" value="➡"/>
Class Type: <input type="button" value="➡"/>	Stu Instr: <input type="button" value="➡"/>
High Qual PK Prog: <input type="button" value="➡"/>	Home Room Ind: <input type="checkbox"/>
PK Sch Type: <input type="button" value="➡"/>	

Include WD Meeting Times:

Restrictions

Type Rstrctn: <input type="button" value="➡"/>
Team Code: <input type="button" value="➡"/>
Gender Rstrctn: <input type="button" value="➡"/>
Grade Rstrctn: <input type="button" value="➡"/>

Course Codes and Credits

Dual Crdt: 0
Adv Tech Crdt: 0
AAR Use: <input type="checkbox"/>
Grad Plan Use: <input type="checkbox"/>
Special Consid: <input type="button" value="➡"/>
College Credit Hrs
Sem 1: 0
Sem 2: 0
OnRamps: <input type="button" value="➡"/>

District Information

Crs Seq: <input type="checkbox"/>	Exam/Sem Pat: 1	Gender Rstrctn: <input type="checkbox"/>
Instruct Set: <input type="checkbox"/>	AAR Use: <input type="checkbox"/>	Self Paced: <input type="checkbox"/>
Pop Srvd: 01	Grad Plan Use: <input type="checkbox"/>	Class Type: 01
Role ID: 087	Special Consid: <input type="checkbox"/>	CPR: N
Nbr Sem: 2	Incl UIL Elig: <input type="checkbox"/>	Speech: N
OnRamps: <input type="checkbox"/>		

Campus Information

Grade Rstrctn: <input type="checkbox"/>	Rstrctn Addtl: <input type="checkbox"/>
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Child Care Partnership

Delete <input type="button" value="➡"/>	Operation Number <input type="button" value="➡"/>
<input type="button" value="➡"/>	<input type="button" value="➡"/>
<input type="button" value="Add"/>	

Buttons

Del	Sem: 01	Days: 05	Per Begin: 04	Per End: 04	Room: 100	Time Begin: <input type="button" value="➡"/>	Time End: <input type="button" value="➡"/>	Lckout: <input type="button" value="➡"/>	Instr ID: 945	Instructor: SHULL, RUDOLPH M.	Class Role: 01	Role ID: 087	CTE: <input type="checkbox"/>	Entry Date: 08-05-2025	Withdraw Date: <input type="checkbox"/>	ADSY: <input type="checkbox"/>
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□ 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.
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- 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

Save

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

Retrieve

- 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 00101	To 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 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 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 043 (Responsibilities - From Campus/Service ID to Minutes) to assign MonthlyMinutes (E1057) based on the CourseCode (formerly known as SERVICE-ID).
044 - PE Responsibilities - Campus/Crs/Sec	<p>Use Crosswalk 044 (PE Responsibilities - Campus/Crs/Sec) 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

It is recommended that you run applicable reports first and then use the **Registration** maintenance pages to update data where needed.

Verify Student Data

- [Verify Student Data](#)
- [Demo1](#)

Registration > Maintenance > Student Enrollment > Demo1

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 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

Phone Nbr: 555 675-9361 Cell Ph Nbr: - - E-mail:

Mailing: 742 E LEONA Num Street Direction Apt City State Zip

Physical: 742 E LEONA ST Alamo City TX 78101-46119 +

Attendance Zones

Campus:

Student Indicators

Eligibility Code: 8 Record Status: 1

Attribution Code: NSLP:

Campus ID Resid: - - Child Find: SPP1-11: Child Find: SPP1-12:

Active Cd: 1 - Active Cnty Residence: As of Status Last Friday October: B Excl:

Reporting Excl: As of Status Last Day Enrollment: H Excl:

Current / Next Year Information

Control Num: 906 Next Yr Crtr: 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
<input type="button" value="Delete"/>	00 :	08-05-2025	- -
<input type="button" value="Add"/>			

Foster Care

Delete	Descriptor	Begin Date	End Date
no rows			
<input type="button" value="Add"/>			

Military Connected

Delete	Descriptor	Begin Date	End Date
no rows			
<input type="button" value="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 <p>Counselor: 003</p> <p>Dt Entry 5th Grd: 08-15-2018</p> <p>Dt Entry 8th Grd: 08-16-2021</p> <p>Dt Entry 9th Grd: 08-11-2022</p> <p>District Entry Date: 08-27-2012</p> <p>Birth City: BEXAR COUNTY</p> <p>Birth State: TX</p> <p>Birth Country: 01</p> <p>Cohort: 2026</p>					Miscellaneous <p>Primary Language: <input type="text"/></p> <p>Immig Tracking: <input type="text"/></p> <p>Headstart Code: <input type="text"/></p> <p>Alien Tuition Cd: <input type="checkbox"/></p> <p>Parent Federal Connected: <input type="checkbox"/></p> <p>Att Zone Home Campus: <input type="text"/></p> <p>SAT-ACT-TSIA Reimburse: <input type="checkbox"/></p>		Dual Language Immersion <table border="1"> <tr><td>Year</td><td>Language</td></tr> <tr><td>01:</td><td><input type="text"/></td></tr> <tr><td>02:</td><td><input type="text"/></td></tr> <tr><td>03:</td><td><input type="text"/></td></tr> <tr><td>04:</td><td><input type="text"/></td></tr> <tr><td>05:</td><td><input type="text"/></td></tr> </table> <p>Assessment Date: <input type="text"/></p> <p>Completion Year: <input type="text"/></p>				Year	Language	01:	<input type="text"/>	02:	<input type="text"/>	03:	<input type="text"/>	04:	<input type="text"/>	05:	<input type="text"/>
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Receive/Transfer <p>Previous District: <input type="text"/></p> <p>Previous Campus: 001</p> <p>Last Year Campus: 001</p> <p>Last Year Grade: <input type="text"/></p> <p>Records Request: <input type="text"/></p> <p>Records Forward: <input type="text"/></p>			Locker <p>Number: <input type="text"/></p> <p>Combination 1: <input type="text"/></p> <p>Combination 2: <input type="text"/></p>		ECDS Assessments <p>PK Beginning of Year: <input type="text"/></p> <p>PK End Of Year: <input type="text"/></p> <p>KG Beginning of Year: <input type="text"/></p>		Magnet School <p>Magnet this year: <input type="checkbox"/></p> <p>Magnet next year: <input type="checkbox"/></p>															
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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 <p>Year End Status: <input type="text"/></p> <p>SSI Promotion: <input type="text"/></p> <p>Retained Reason 1: <input type="text"/></p> <p>Retained Reason 2: <input type="text"/></p> <p>Retained Reason 3: <input type="text"/></p>					Status Indicators <p>Student Parent: <input type="checkbox"/></p> <p>Even Start: <input type="text"/></p> <p>Neglected/Delinquent: <input type="text"/></p>		Homeless Status <table border="1"> <tr><td>Delete</td><td>Descriptor</td><td>Begin Date</td><td>End Date</td></tr> <tr><td><input type="button"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> </table>		Delete	Descriptor	Begin Date	End Date	<input type="button"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Early Reading Indicator <table border="1"> <tr><td>Delete</td><td>Descriptor</td><td>Begin Date</td><td>End Date</td></tr> <tr><td><input type="button"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> </table>				Delete	Descriptor	Begin Date	End Date	<input type="button"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
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- Graduation

Registration > Maintenance > Student Enrollment > Graduation

DEM01	DEM02	DEM03	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL	TITLE I	PRS	LOCAL PROGRAMS																		
<div style="border: 1px solid black; padding: 5px;"> <p>Graduation</p> <p>Graduation Type: <input type="text" value="34"/> Graduation Date: <input type="text" value="--"/> <input type="button" value="..."/></p> <p>AAR Grad Plan: <input type="text" value="FHS Program"/> Texas Grant Eligibility: <input type="text" value="--"/> <input type="button" value="..."/></p> <p>Cert of CrsWrk Date Completed: <input type="text" value="--"/> <input type="button" value="..."/> College Entry: <input type="checkbox"/></p> <p>CPR-AED Date Completed: <input type="text" value="--"/> <input type="button" value="..."/> Speech Date Completed: <input type="text" value="--"/> <input type="button" value="..."/></p> <p>Peace Officer Interact Date Completed: <input type="text" value="07-26-2023"/> <input type="button" value="..."/></p> <p>Texas First Early HS Completion Pgm: <input type="text" value="--"/> <input type="button" value="..."/></p> <p>IGC Reviewed: <input type="checkbox"/> Established Date: <input type="text" value="--"/> <input type="button" value="..."/> IGC Graduate: <input type="checkbox"/></p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Financial Aid Application</p> <p>Status: <input type="text" value="--"/> <input type="button" value="..."/></p> <p>Met Date: <input type="text" value="-"/></p> </div>																														
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Foundation High School Program</p> <p>College Career Instruction: <input type="checkbox"/></p> <table border="0"> <tr> <td>Foundation CrsWrk: <input type="text" value="1"/> <input type="button" value="..."/></td> <td>Distinguished CrsWrk: <input type="text" value="0"/> <input type="button" value="..."/></td> </tr> <tr> <td>STEM: <input type="text" value="0"/> <input type="button" value="..."/></td> <td>Date Completed: <input type="text" value="--"/> <input type="button" value="..."/></td> </tr> <tr> <td>Public Services: <input type="text" value="0"/> <input type="button" value="..."/></td> <td>Date Completed: <input type="text" value="--"/> <input type="button" value="..."/></td> </tr> <tr> <td>Business and Industry: <input type="text" value="0"/> <input type="button" value="..."/></td> <td>Date Completed: <input type="text" value="--"/> <input type="button" value="..."/></td> </tr> <tr> <td>Multi Disciplinary Studies: <input type="text" value="1"/> <input type="button" value="..."/></td> <td>Date Completed: <input type="text" value="--"/> <input type="button" value="..."/></td> </tr> <tr> <td>Arts and Humanities: <input type="text" value="0"/> <input type="button" value="..."/></td> <td>Date Completed: <input type="text" value="--"/> <input type="button" value="..."/></td> </tr> </table> </div>													Foundation CrsWrk: <input type="text" value="1"/> <input type="button" value="..."/>	Distinguished CrsWrk: <input type="text" value="0"/> <input type="button" value="..."/>	STEM: <input type="text" value="0"/> <input type="button" value="..."/>	Date Completed: <input type="text" value="--"/> <input type="button" value="..."/>	Public Services: <input type="text" value="0"/> <input type="button" value="..."/>	Date Completed: <input type="text" value="--"/> <input type="button" value="..."/>	Business and Industry: <input type="text" value="0"/> <input type="button" value="..."/>	Date Completed: <input type="text" value="--"/> <input type="button" value="..."/>	Multi Disciplinary Studies: <input type="text" value="1"/> <input type="button" value="..."/>	Date Completed: <input type="text" value="--"/> <input type="button" value="..."/>	Arts and Humanities: <input type="text" value="0"/> <input type="button" value="..."/>	Date Completed: <input type="text" value="--"/> <input type="button" value="..."/>						
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<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Industry Based Certification</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">Delete</th> <th style="text-align: left; padding: 2px;">Certification</th> <th style="text-align: left; padding: 2px;">Date Taken</th> <th style="text-align: left; padding: 2px;">Result</th> <th style="text-align: left; padding: 2px;">Exam Fee</th> <th style="text-align: left; padding: 2px;">Vendor Nbr</th> <th style="text-align: left; padding: 2px;">Background Check Cost</th> <th style="text-align: left; padding: 2px;">Reimburse</th> <th style="text-align: left; padding: 2px;">Enrolled</th> </tr> </thead> <tbody> <tr> <td colspan="9" style="text-align: center; padding: 2px;">no rows</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: -10px;"> Add</p> </div>													Delete	Certification	Date Taken	Result	Exam Fee	Vendor Nbr	Background Check Cost	Reimburse	Enrolled	no rows								
Delete	Certification	Date Taken	Result	Exam Fee	Vendor Nbr	Background Check Cost	Reimburse	Enrolled																						
no rows																														

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 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		Endorsement (22 Credits) 1 Math (Adv) 1 Science (Adv) 2 Electives (26 Credits) 0 - Not Participating		Distinguished (26 Credits) with 4 Science 1 Algebra 2 Endorsement 0 - Not Participating		STAAR EOC Assmnts English 1 (Approaches) English 2 (Approaches) Algebra 1 (Approaches) Biology 1 (DidNotMeet) US History (DidNotMeet) English 3 (DidNotMeet) Algebra 2 (DidNotMeet) Cum GPA 2.68750 Cum Rank 44		College Readiness ACT.....Composite ACT PLAN.....Composite PSAT Old.....Combined PSAT New.....Combined PSAT Section Scores SAT.....Combined SAT Section Scores TSIA Scores TSIA2.....MathDiag		College Readiness Math Read Engl Sci Math Read Engl Sci ELAR WPL ABE ELAR WPL ABE		Diagnostic Info Dyslexia.....No LEP.....No Migrant.....No G/T.....No Spec Ed.....No Retained.....No																												
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Industry Based Certification <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Delete</th> <th><u>Certification</u></th> <th>Date Taken</th> <th>Result</th> <th>Exam Fee</th> <th>Vendor Nbr</th> <th>Background Check Cost</th> <th>Reimburse</th> <th>Enrolled</th> </tr> </thead> <tbody> <tr> <td colspan="9" style="text-align: center;">No Rows</td> </tr> <tr> <td colspan="9" style="text-align: right;"> Add </td> </tr> </tbody> </table>														Delete	<u>Certification</u>	Date Taken	Result	Exam Fee	Vendor Nbr	Background Check Cost	Reimburse	Enrolled	No Rows									Add								
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No Rows																																								
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- 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																																
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															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											
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																							
	<input type="text"/>		<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																									
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Last Grade Failed: <input type="text"/> Last Year Failed: <input type="text"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Non PEIMS District Codes </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>User 1 - Char 1</td><td><input type="text"/></td></tr> <tr> <td>User 2 - Char 1</td><td><input type="text"/></td></tr> <tr> <td>User 3 - Char 3</td><td><input type="text"/></td></tr> <tr> <td>User 4 - Char 3</td><td><input type="text"/></td></tr> <tr> <td>User 5 - Char 8</td><td><input type="text"/></td></tr> </table>																								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"/>													
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																	
															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		Residential Placement		Incarc./ Parent Incar.		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	Ind	Doc	Ind	Doc	Ind	Doc	Ind	Doc	Ind	Doc	Ind	Doc	Ind	Doc	Ind	Doc	Ind	Doc														
<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>													
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Last Grade Failed: <input type="text"/> Last Year Failed: <input type="text"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Non PEIMS District Codes </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>User 1 - Char 1</td><td><input type="text"/></td></tr> <tr> <td>User 2 - Char 1</td><td><input type="text"/></td></tr> <tr> <td>User 3 - Char 3</td><td><input type="text"/></td></tr> <tr> <td>User 4 - Char 3</td><td><input type="text"/></td></tr> <tr> <td>User 5 - Char 8</td><td><input type="text"/></td></tr> </table>																								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"/>													
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](#)

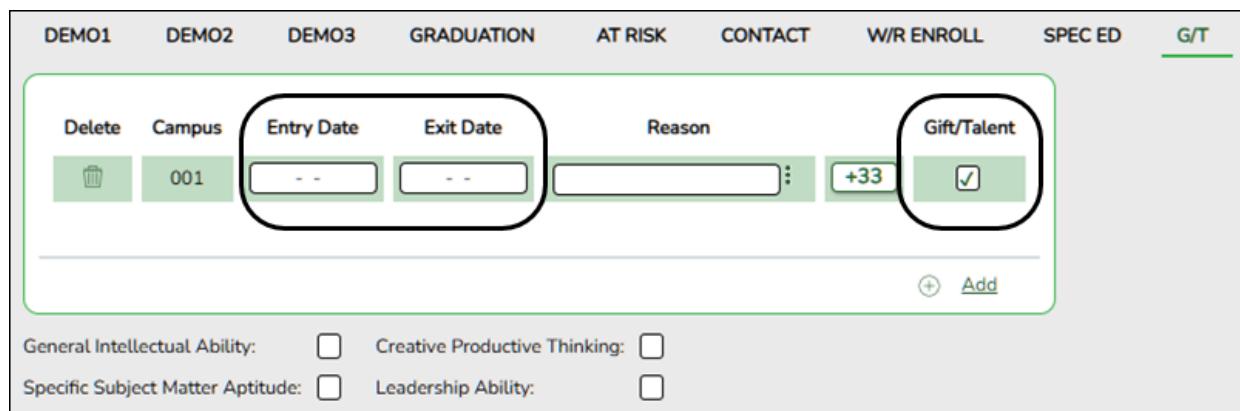
Services

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**

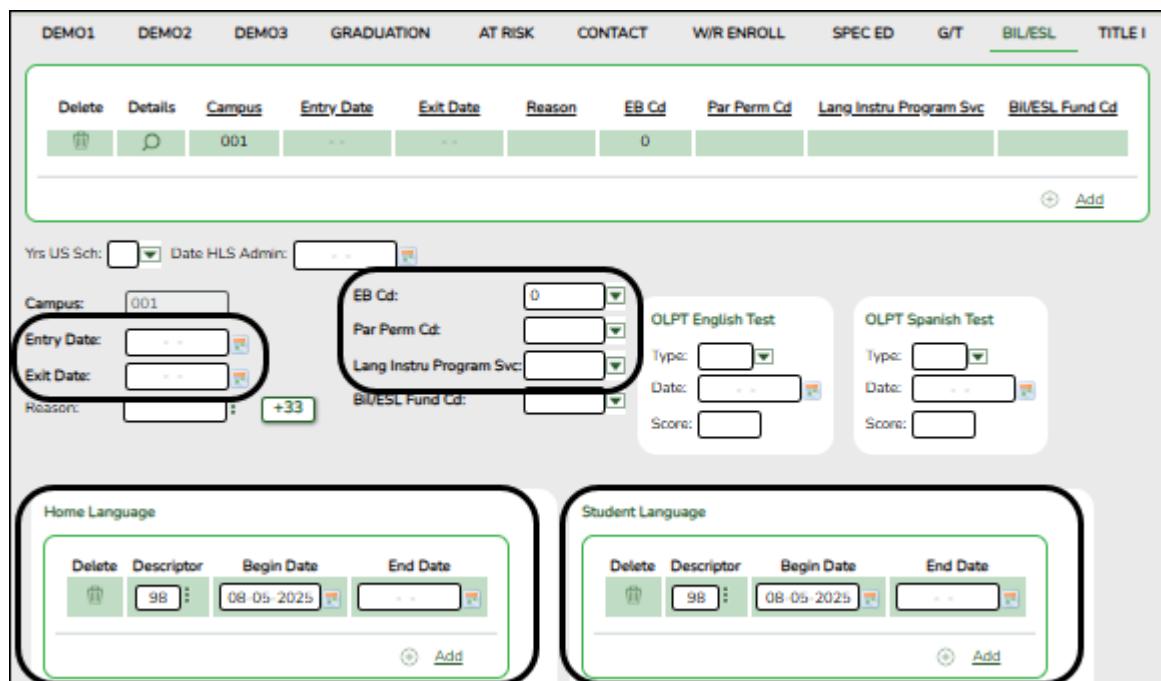
001 **+33**

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	<input type="text"/>

Add

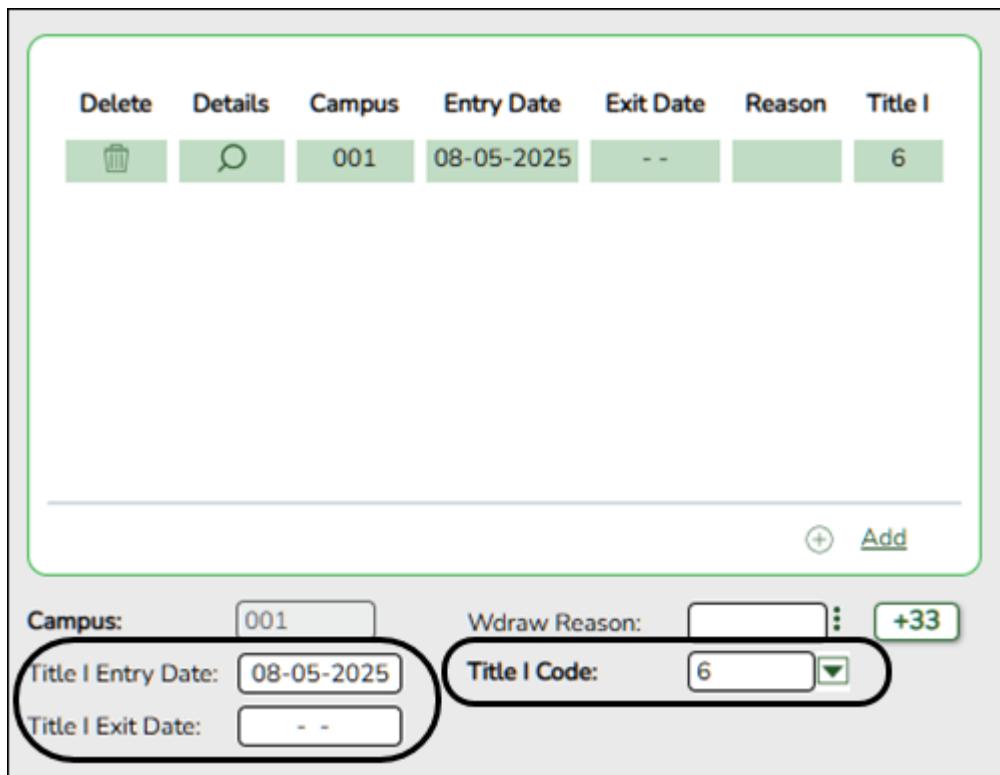
Student Language

Delete	Descriptor	Begin Date	End Date
	98	08/05/2025	<input type="text"/>

Add

- Title I

Registration > Maintenance > Student Enrollment > Title I

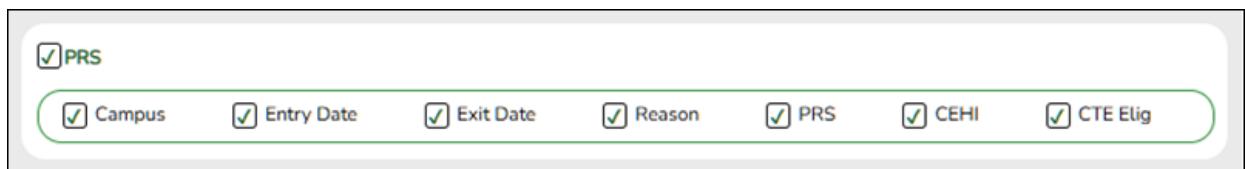


The screenshot shows a registration interface for Title I. At the top, there is a row of buttons: Delete, Details, Campus, Entry Date, Exit Date, Reason, and Title I. Below this is a table with one row containing the values: Campus (001), Entry Date (08-05-2025), Exit Date (--), Reason (6), and Title I (6). Below the table is an 'Add' button with a plus sign and the word 'Add'. At the bottom, there are several input fields: Campus (001), Wdraw Reason (dropdown menu), Title I Entry Date (08-05-2025), Title I Code (6), Title I Exit Date (--), and a '+33' button.

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

- Pregnancy Related Services (PRS)

Registration > Reports > Create Registration Report



The screenshot shows the filter options for a registration report. At the top, there is a checked checkbox for 'PRS'. Below it is a row of checkboxes: Campus, Entry Date, Exit Date, Reason, PRS, CEHI, and CTE Elig. All checkboxes except 'PRS' are checked.

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	<input type="text" value="--"/>	<input type="text" value="--"/>	<input type="text" value=""/>			 +33	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<div style="text-align: right;">  Add </div>										

Update data elements:

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

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

Date Run: 11/12/2025 2:30 PM	Student No Show Report 001 School Sch Year: 2025							Program ID: SRG2200
Cnty-Dist: 001-906								Page: 1 of 2
Student Name	Grade	Track	Student ID	Actv Cd	Orig Entry Date	WD Code	WD Date	PEIMS Code
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

The screenshot shows the 'W/R ENROLL' tab of the Student Enrollment maintenance screen. The top row contains buttons for DEMO1, DEMO2, DEMO3, GRADUATION, AT RISK, CONTACT, W/R ENROLL (highlighted in blue), SPEC ED, G/T, BIL/ESL, TITLE I, PRS, LOCAL PROGRAMS, and PK ENR. Below this is a table with columns for 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, and Res Fac. The 'Campus' field is set to 001, 'Entry Date' to 08-05-2025, 'Reason' to -, 'ET Verify' to -, 'Status' to 1, 'Exclusion' to 1, 'Grade' to 12, 'Elig Cd' to 8, 'CTE Elig' to checked, 'Track' to 01, 'Attrib Cd' to -, 'Camp Res' to -, 'Camp Acc' to -, 'Comnts' to -, and 'Res Fac' to -. At the bottom, there is a 'Residential Facility' checkbox and a 'Add' button. A dropdown menu is open, showing options for Campus (001), Status Cd (1), Track (01), Grade Cd (12), Exclusion Cd (1), Elig Cd (8), CTE Elig (checked), and Camp Res (unchecked).

Leaver Tracking

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

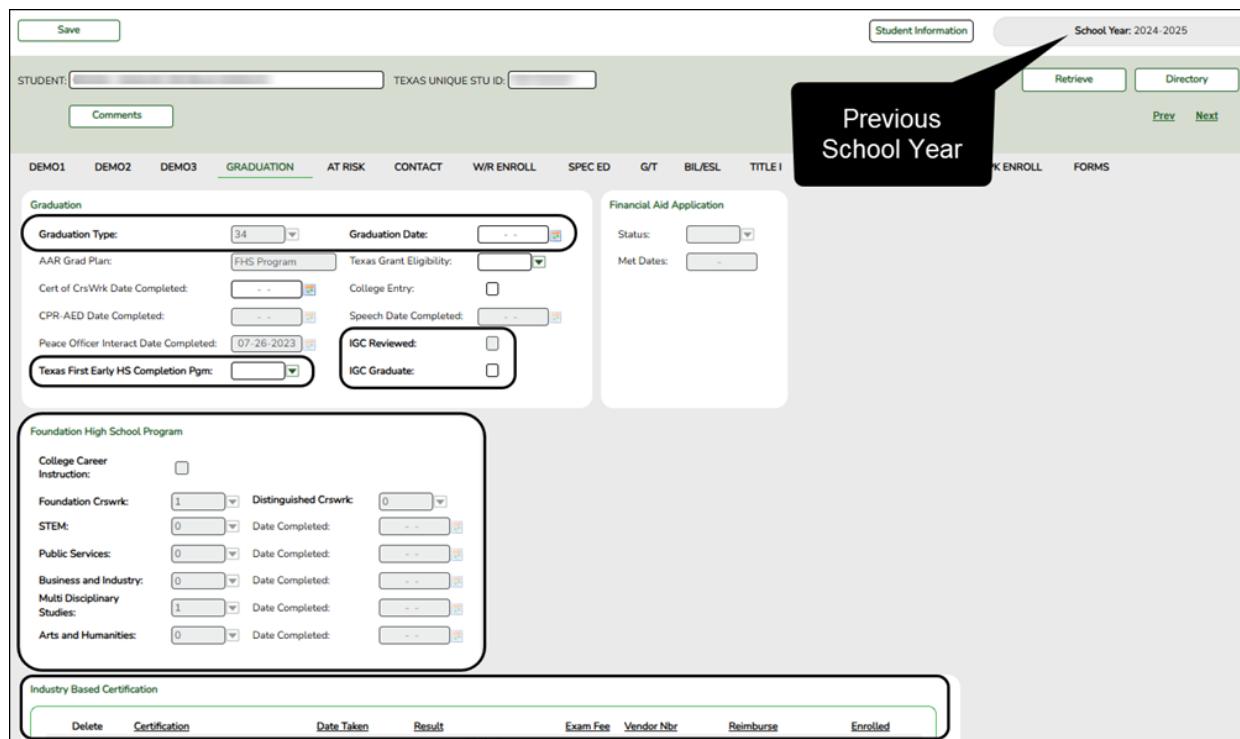
Registration > Reports > Registration Reports > Withdrawal > SRG1700 - Leaver Tracking Report

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	T Crs	Dist M	Bus Srv	Multi Ind	Arts Std	Disc and Hum	IGC	Mil Enlist	SSN	Excl PEIMS	SSW Enrollment	PEIMS Campus	Entry	W/D
		09	2025	1	80				0	0	0	0	0	0	00	0	XXX-XX-XXXX	0				
		09	2025	1	80				0	0	0	0	0	0	00	0	XXX-XX-XXXX	0				
		12	2024	0	01	01	05/24/2024	34	2	0	0	0	0	2	00	0	XXX-XX-XXXX	0				
		12	2024	0	01	01	05/24/2024	34	2	0	0	0	2	2	00	0	XXX-XX-XXXX	0				
		12	2024	0	01	01	05/24/2024	34	2	0	0	0	2	2	00	0	XXX-XX-XXXX	0				
		10	2024	0	60	60			0	0	0	0	1	0	00	0	XXX-XX-XXXX	0				
		12	2024	0	01	01	05/24/2024	34	2	0	0	0	0	2	00	0	XXX-XX-XXXX	0				
		12	2024	0	01	01	05/24/2024	34	2	0	0	0	2	0	00	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)



The screenshot shows a software interface for managing student enrollment. At the top, there are buttons for 'Save', 'Student Information', and 'School Year: 2024-2025'. Below these are fields for 'STUDENT' and 'TEXAS UNIQUE STU ID'. A 'Comments' button is also present. The main content area is divided into several sections:

- Graduation:** This section is highlighted with a callout box labeled 'Previous School Year'. It contains fields for 'Graduation Type' (set to 34), 'Graduation Date' (set to 05/24/2024), 'AAR Grad Plan' (set to FHS Program), 'Texas Grant Eligibility' (set to 0), 'Cert of CrsWk Date Completed' (set to 05/24/2024), 'College Entry' (checkbox), 'CPR-AED Date Completed' (set to 05/24/2024), 'Speech Date Completed' (set to 05/24/2024), 'Peace Officer Interact Date Completed' (set to 07-26-2023), 'IGC Reviewed' (checkbox), and 'IGC Graduate' (checkbox).
- Financial Aid Application:** This section includes fields for 'Status' (set to 0) and 'Met Dates' (set to 05/24/2024).
- Foundation High School Program:** This section contains fields for 'College Career Instruction' (checkbox), 'Foundation CrsWk' (set to 1), 'Distinguished CrsWk' (set to 0), 'STEM' (set to 0), 'Date Completed' (set to 05/24/2024), 'Public Services' (set to 0), 'Date Completed' (set to 05/24/2024), 'Business and Industry' (set to 0), 'Date Completed' (set to 05/24/2024), 'Multi Disciplinary Studies' (set to 1), 'Date Completed' (set to 05/24/2024), and 'Arts and Humanities' (set to 0), 'Date Completed' (set to 05/24/2024).
- Industry Based Certification:** This section has a table with columns: Delete, Certification, Date Taken, Result, Exam Fee, Vendor Nbr, Reimburse, and Enrolled. The table currently has one row with values: Delete (checkbox), Certification (checkbox), Date Taken (05/24/2024), Result (0), Exam Fee (0), Vendor Nbr (0), Reimburse (0), and Enrolled (checkbox).

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

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

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:

- 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												
Cntry-Dist: 001-906										# Inactive Instructor												
Sec	Inst	Inst Name	Class Role	Days Met	Per Beg	Beg Time	End Time	Entry Date	Withdraw Date	Class Pop	Role C	High	PK Qual	Stu	PK	Child-Care	Adv	On	Dual	Adv		
			Svc ID	Type	Srv	ID	Sig	Curr	PK	Sch	Opn	Home	Room	Ind	On	Ramps	Crd	Tech	CTE	CTE		
04	Course Number excluded	00SH 01	Title	MTWThF	04	04		05/2025		83800ST	01	01	087			0	0	0	N	0	0	
05	RODRIGUEZ	01	Title	MTWThF	05	05		05/2025		83800ST	01	01	087			0	0	0	N	0	0	
										85000CO											0	0
										83800LD											0	0
										83800ES											0	0
										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	2	24	2	<input type="checkbox"/>	N	<input type="checkbox"/>		00		
<input type="checkbox"/>	1020	ENGLISH 2	05	022	16	4	17	10	<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 type="button" value="Add"/> Crs Nbr: 1020 : ENGLISH 2 Svc ID: 03220200 Multi Svc Ind: <input type="checkbox"/> Lock: <input type="checkbox"/> Include UIL Elig: <input type="checkbox"/> Section: 01 Max Seats: 022 Enrolled Students Sem 1: 13 Sem 2: 15 Non Campus Based: 00 Dst Lmg: <input type="checkbox"/>															
Section Information Sped Stu Age: <input type="text" value="00"/> Crs Seq: <input type="text"/> Pop Srvd: <input type="text" value="01"/> Wks/Mth: <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"/>				Restrictions Type Rstrctn: <input type="text"/> Team Code: <input type="text"/> Gender Rstrctn: <input type="text"/> Grade Rstrctn: <input type="text"/> + <input type="checkbox"/>				Course Codes and Credits Dual Crdt: <input type="text" value="0"/> Adv Tech Crdt: <input type="text"/> 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"/>				District Information Crs Seq: <input type="checkbox"/> Exam/Sem Pat: 1 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" 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"/>			
Campus Information Grade Rstrctn: <input type="checkbox"/> Rstrctn Addt: 0															
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
01	<input type="text" value="3"/>	<input type="text" value="05"/>	<input type="text" value="01"/>	<input type="text" value="108"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text" value="901"/>	SCHULZ, ROSALINDA	<input type="text" value="01"/>	<input type="text" value="087"/>	<input type="checkbox"/>	<input type="text" value="08-06-2024"/>	<input type="text"/>	<input type="checkbox"/>

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"/>	
 Add			

Crosswalk Type: 043 Responsibilities - From Campus/Service ID to Minutes		Retrieve	Print
Delete	From	To	
	<input type="text"/>	<input type="text"/>	
 Add			

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														
										Gray Indicates invalid Svc ID														
										# Inactive Instructor														
Sec	Inst	Inst Name	Class Role	Days Met	Per Beg End Time	End Time	Entry Date	Withdraw Date	Class Pop	Role C	High PK Qual	PK Sch	Child-Care Opns	Home Room	On Ramps	Dual Crd	Adv Crd	Tech Hrs	CTE Hrs	CTE Tier	Teacher Cert	College Sem1	Credit Sem2	
Course Number	04	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 CL		SE00000												0	0		

[COURSE SELECTION](#) [COURSE](#) [SECTION](#) [INSTRUCTOR](#) [COPY COURSE SECTION](#)

SECTION													
<input type="text" value="1020 : ENGLISH 2"/> <input type="button" value="Course Number"/> <input type="button" value="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 Lrng	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

[Add](#)

==> Crs Nbr: 1020 : ENGLISH 2 Svc ID: 03220200 Multi Svc Ind: Lock: Incl UIL Elig: N

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

Section Information

Sped Stu Age: 00	Crs Seq: <input type="text"/>
Pop Srvd: 01	Wks/Mnth: <input type="text"/>
Instruct Sett: <input type="text"/>	PK Curricula: <input type="text"/>
Class Type: 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"/>	

Restrictions

Type Rstrctn: <input type="text"/>
Team Code: <input type="text"/>
Gender Rstrctn: <input type="text"/>
Grade Rstrctn: <input type="text"/>

Course Codes and Credits

Dual Crdt: 0
Adv Tech Crdt: 0
AAR Use: <input type="checkbox"/>
Grad Plan Use: <input type="text"/>
Special Consid: <input type="text"/>

District Information

Crs Seq: <input type="checkbox"/>	Exam/Sem Pat: 1	Gender Rstrctn: <input type="checkbox"/>
Instruct Set: <input type="checkbox"/>	AAR Use: <input type="checkbox"/>	Self Paced: <input type="checkbox"/>
Pop Srvd: 01	Grad Plan Use: <input type="checkbox"/>	Class Type: 01
Role ID: 087	Special Consid: <input type="checkbox"/>	CPR: <input type="checkbox"/>
Nbr Sem: 2	Incl UIL Elig: <input checked="" type="checkbox"/>	Speech: <input type="checkbox"/>
OnRamps: <input type="checkbox"/>		

Campus Information

Grade Rstrctn: <input type="checkbox"/>	Rstrctn Add: 0
---	----------------

Child Care Partnership

Operation Number: <input type="text"/>
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College Credit Hrs

Sem 1: 0
Sem 2: 0
OnRamps: <input type="text"/>

Include WD Meeting Times:

ADSY

Sem: 01	Days: 3	Per Begin: 05	Per End: 01	Room: 108	Time Begin: <input type="text"/>	Time End: <input type="text"/>	Lckout: <input type="checkbox"/>	Instr ID: 901	Instructor: SCHULZ, ROSALINDA	Class Role: 01	Role ID: 087	CTE: <input type="checkbox"/>	Entry Date: 08-06-2024	Withdraw Date: <input type="text"/>	ADSY: <input type="checkbox"/>
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[Add](#)

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).

<input type="button" value="Print"/>	<input type="button" value="Extract Errors Reprint"/>	<input type="button" value="Extract Prior Year Reprint"/>	<input type="button" value="Extract Budget Reprint"/>	<input type="button" value="Extract Payroll Reprint"/>
School Year: <input type="button" value="2026 ▾"/>				
TSDS Level 1 Errors For <input type="button" value="2026 ▾"/>				
<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	1		
<input type="checkbox"/> Teaching and Learning	Student Parent Association			
	Course Offering	6		
<input type="checkbox"/> Finance	Student Section Association			
	Prior Year Actuals Extension	134		
<input type="checkbox"/> Finance	Budget Extension	2		
	Shared Service Arrangement Extension	10		
<input type="checkbox"/> Student Academic Record	Student Academic Record	1		
<input type="checkbox"/> Student Attendance	Bilingual ESL Program Reporting Period Attendances	168		
	Flexible Bilingual ESL Program Reporting Period Attendance	4		
<input type="checkbox"/> Prior Year Leaver	Prior Year Leaver	64		
	Prior Year Leaver Student Parent Association	108		
<input type="button" value="First"/>	<input type="button" value="◀"/>	<input type="button" value="1 ▾ / 1"/>	<input type="button" value="▶"/>	<input type="button" value="Last"/>

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