



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

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 |
|--------------------------|--------------------------|
| <input type="checkbox"/> | 01 : Pull-out |
| <input type="checkbox"/> | 04 : Full-time inclusion |

CTE Programs of Study

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

[Add](#)

- [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: ☐ Participate in ELO: ☒

Nbr of Bullying Incidents: 1 Nbr of Cyberbullying Incidents: 0

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 | -- |

[Add](#)

National School Lunch Program

| Delete | NSLP Type | Begin Date | End Date |
|--------|--|------------|----------|
| | 03 : Yes participating in NSLP under 1 | 08-05-2025 | -- |

[Add](#)

Verify and Update Master Schedule Data

Verify TSDS data in the district and campus master schedules.

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

Grade Reporting

- [Verify Master Schedule Data](#)

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

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

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

The SGR0220 report compares the district **Service ID** to the list of CourseCodes (formerly known as the SERVICE-ID (C022) code table) in TWEDS for the current year. Any courses with invalid course codes are listed in the report.

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

| Date Run: 11/10/2025 8:55 AM Cntry-Dist: 001-906 | | District Master List (Grade Reporting) TEXAS ISD Sch Year: 2026 | | | | | | | | | | | | | | | | | | Program ID: SGR0050 Page: 1 of 16 | | | | | | | | | | | | | |
|---|----------------|---|-----|-----|-----|-----|------|-----|------|------|------|-----|--------|----|----|----|-----|------------|------------------------|--------------------------------------|---------------|---------|------|----------|-----|-----|-----------|----------|---------|---------|------|-----------|-----------|
| PEIMS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Course Number | Title | Abbrev Name | SIF | Nbr | Exm | Prd | Core | ELA | Auto | Cred | Crst | Grd | Gender | HR | HR | GA | Wgt | Service ID | Service ID Description | Dept | Textbook ISBN | Spec Cn | Incl | Priority | AAR | Use | CTE Hours | CTE Tier | CTE Sec | Pop Srv | Role | Instr Set | Class Typ |
| 0001 | Homeroom PK 3 | HMRM PK3 | N | 2 | 1 | 2 | Z | | | E | N | 0.0 | 4 | N | R | 0 | 0 | 01010000 | P/E-KIND | | | | N | R | | | | | | 03 | 087 | 01 | |
| 0020 | Homeroom PK 4 | HMRM PK4 | N | 2 | 1 | 2 | Z | | | E | N | 0.0 | 4 | N | R | 0 | 0 | 01010000 | P/E-KIND | | | | N | R | | | | | | 03 | 087 | 01 | |
| 0030 | Homeroom KG | HMRM KG | N | 2 | 1 | 0 | Z | | | E | N | 0.0 | 4 | N | R | 0 | 0 | 01020000 | KINDER | | | | N | R | | | | | 01 | 087 | 01 | | |
| 0040 | Homeroom Multi | HMRM SPE | N | 2 | 1 | 0 | Z | | | E | N | 0.0 | 4 | N | R | 0 | 0 | SE000001 | SE GENER | | | | N | R | | | | | 06 | 087 | 01 | | |
| 005H | STUDY HALL | STUDHALL | N | 2 | 1 | 2 | | | | M | Y | 0.0 | 4 | Y | R | 1 | 1 | 838000TH | | | | | Y | E | T | | | | 01 | 087 | 01 | | |
| 0100 | Homeroom 1 | HMRM 1 | N | 2 | 1 | 2 | Z | | | E | N | 0.0 | 4 | N | R | 0 | 0 | 0 EXCLUDE | EXCL STAFF | | | | N | R | | | | | 01 | 087 | 01 | | |
| 0111 | ELAR 1 | ELAR 1 | N | 2 | 1 | 2 | L | | | E | N | 0.0 | 4 | Y | R | 1 | 1 | 02625010 | ELA READ 1 | | | | Y | R | | | | | 01 | 087 | 01 | | |
| 0121 | Math 1 | Math 1 | N | 2 | 1 | 2 | M | | | E | N | 0.0 | 4 | Y | R | 1 | 1 | 02640010 | MATH G-1 | | | | Y | R | | | | | 01 | 087 | 01 | | |
| 0131 | Soc Studies 1 | SS 1 | N | 2 | 1 | 2 | S | | | E | N | 0.0 | 4 | Y | R | 1 | 1 | 02660010 | SOCST G-1 | | | | Y | R | | | | | 01 | 087 | 01 | | |
| 0141 | Science 1 | Sci 1 | N | 2 | 1 | 2 | X | | | E | N | 0.0 | 4 | Y | R | 1 | 1 | 02650100 | SCI GR-1 | | | | Y | R | | | | | 01 | 087 | 01 | | |
| 0151 | PE 1 | PE | N | 2 | 1 | 2 | Z | | | E | N | 0.0 | 4 | Y | R | 0 | 0 | 02530003 | PE 1-6 | | | | N | R | | | | | 01 | 087 | 01 | | |
| 0162 | Fine Arts 1 | Fn Art 1 | N | 2 | 1 | 2 | Z | | | E | N | 0.0 | 4 | Y | R | 0 | 0 | 80300FNA | | | | | N | R | | | | | 01 | 087 | 01 | | |
| 0169 | TECH APP | TECH APP | N | 2 | 1 | 2 | | | | E | N | 0.0 | 4 | Y | R | 1 | 1 | 02670010 | TECAP G-1 | | | | Y | R | | | | | 01 | 087 | 01 | | |
| 0171 | Conduct 1 | CNDT 1 | N | 2 | 1 | 0 | Z | | | E | N | 0.0 | 4 | Y | R | 0 | 0 | 0 EXCLUDE | EXCL STAFF | | | | N | R | | | | | 01 | 087 | 01 | | |
| 0200 | Homeroom 2 | HMRM 2 | N | 2 | 1 | 2 | Z | | | E | N | 0.0 | 4 | N | R | 0 | 0 | 0 EXCLUDE | 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, NICHOLETTE M | 001162 | 001 | | | | | N |
| 910 | RODRIGUEZ, RAMON E | 001237 | 001 | | | | | N |

The SGR0140 report allows you to:

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

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

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

Date Run: 11/10/2025 01:31 PM

Cntry-Dist: 001-906

Campus: 001

Schedule of Classes

001 School

Sch Year: 2026

Semester: 1

Program ID: SGR2500

Page: 1.1 of 43

Format: Course Title

Course-Section, Enrollment

Room Number, Days MET

TEA Course Number

Class Role

| Instructor | Period 00 | Period 01 | Period 02 | Period 03 | Period 04 | Period 05 | Period 06 | Period 07 | Period 08 |
|--------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| No Instructor | | SEE COUNSELOR | SEE COUNSELOR | SEE COUNSELOR | SEE COUNSELOR | SEE COUNSELOR | SEE COUNSELOR | SEE COUNSELOR | SEE COUNSELOR |
| Instr ID: | | 1000-01 5 | 1000-02 4 | 1000-03 4 | 1000-04 7 | 1000-05 5 | 1000-06 10 | 1000-07 7 | 1000-08 4 |
| | | MTWThF | MTWThF | MTWThF | MTWThF | MTWThF | MTWThF | MTWThF | MTWThF |
| | | SEXCLUDE | SEXCLUDE | SEXCLUDE | SEXCLUDE | SEXCLUDE | SEXCLUDE | SEXCLUDE | SEXCLUDE |
| | | 01-Teacher of Record | 01-Teacher of Record | 01-Teacher of Record | 01-Teacher of Record | 01-Teacher of Record | 01-Teacher of Record | 01-Teacher of Record | 01-Teacher of Record |
| Total Students: 46 | | | | | | | | | |
| AGUILAR, A | SPED POP | RESOURCE RDG | | | | | | | |
| Instr ID: 943 | 9014-99 1 | 9660-01 0 | | | | | | | |
| Sst ID=000013 | 307 MTWThF | 307 MTWThF | | | | | | | |
| | S5000SPD | 94000RRD | | | | | | | |
| | 01-Teacher of Record | 01-Teacher of Record | | | | | | | |
| Total Students: 3 | | | | | | | | | |

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

It allows you to:

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

Recommendations:

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

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

Date Run: 10/14/2025 2:43 PM

Cnty-Dist: 001-906

Campus: 001

Master Schedule PEIMS Information

001 School

Sch Year: 2026

Program ID: SGR0110

Page: 1 of 116

Bold indicates district data

Gray indicates invalid Svc ID

Inactive Instructor

| Sec | Inst | Inst Name | Class Role | Sch | Days Met | Per Beg | Per End | Entry Date | Withdraw Date | Svc ID | Class Type | Pop Srv | Role ID | Curr Svc | High Qual | PK Instr | Child-Care | Home Opn | On Ramps | Dual Ctd | Adv Tech | CTE Cds | CTE Hrs | Teacher Cert | College Sem1 | Credit Sem2 | Hours |
|-----|------|------------------------|------------|-----|----------|---------|---------|------------|---------------|---------|------------|---------|---------|----------|-----------|----------|------------|----------|----------|----------|----------|---------|---------|--------------|--------------|-------------|-------|
| 04 | | Course Number excluded | 005H | 01 | Title | MTWThF | 04 | 05 | 8/05/2025 | 83800ST | 01 | 01 | 087 | | | | | 0 | 0 | 0 | | | N | 0 | 0 | | |
| 05 | | RODRIGUEZ | 01 | | MTWThF | 05 | 06 | 8/05/2025 | | 83800ST | 01 | 01 | 087 | | | | | 0 | 0 | 0 | | | N | 0 | 0 | | |
| | | Course Number | 0600 | | Title | | | | | 85000CO | | | | | | | | | | | | | | 0 | 0 | | |
| | | Course Number | 0601 | | Title | | | | | 83800LD | | | | | | | | | | | | | | 0 | 0 | | |
| | | Course Number | 0602 | | Title | | | | | 83800ES | | | | | | | | | | | | | | 0 | 0 | | |
| | | Course Number | 0603 | | Title | | | | | 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

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

Rows: 13

=>Crs Nbr: ENGLISH 1 Abbrev Name: Service ID: ENG 1 Graded Crs: ☒
 Nbr Sem: Textbook ISBN: Exclude from TeacherPortal: Self Paced: ☐

Grade Reporting
 Per Ctrl:
 Department:
 Gender Restr:
 Required: ☒
 Elective: ☐

Course Codes and Credits
 Tot Credits: Credit Seq:
 Part Credit: ☒ Credit Lvl:
 AAR: CPR:
 Grad Plan: Speech:
 Spec Cons: OnRamps:

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

PEIMS
 CTE Hrs:
 Pop Srvd:
 Instr Srvd:
 Class Type:
 Role ID:
 Crs Seq:

HR/GA
 HRoll Wgt:
 HRoll Table:
 GA Table:
 GA Wgt:

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

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


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

header in that area.

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

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

The screenshot shows the 'Section' view of the PEIMS Master Schedule. At the top, there are tabs for 'COURSE SELECTION', 'COURSE', 'SECTION' (active), 'INSTRUCTOR', and 'COPY COURSE SECTION'. Below the tabs is a search bar with 'Course Number' and a 'Retrieve' button. The main table displays a list of sections with columns: Del, Details, Course, Title, Sec, Max Seats, Stu Enroll Sem 1, Stu W/D Sem 1, Stu Enroll Sem 2, Stu W/D Sem 2, Multi Svc Ind, Incl UIL Elig, Lock, Dst Lrng, and Non Campus Based. The first row is highlighted in green. Below the table are navigation buttons: First, 1 / 47, Last, and an 'Add' button. The form is divided into several panels: 'Section Information' (Crs Nbr, Section, Max Seats, Enrolled Students Sem 1, Sem 2, Non Campus Based, Dst Lrng), 'Restrictions' (Type Rstrctn, Team Code, Gender Rstrctn, Grade Rstrctn), 'Course Codes and Credits' (Dual Crdt, Adv Tech Crdt, AAR Use, Grad Plan Use, Special Consid, College Credit Hrs, Sem 1, Sem 2, OnRamps), 'District Information' (Crs Seq, Exam/Sem Pat, Gender Rstrctn, Instruct Set, AAR Use, Self Paced, Pop Srvd, Grad Plan Use, Class Type, Role ID, Special Consid, CPR, Nbr Sem, Incl UIL Elig, Speech, OnRamps), and 'Campus Information' (Grade Rstrctn, Rstrctn Addl). At the bottom, there is a table with columns: Del, Sem, Days, Per Begin, Per End, Room, Time Begin, Time End, Lckout, Instr ID, Instructor, Class Role, Role ID, CTE, Entry Date, Withdraw Date, and ADSY. The first row is highlighted in green.

□ 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

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

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

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 | 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. This is required for all teachers of record for course-sections associated with specific physical education (PE) CourseCodes. |

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

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

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

Update Data:

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

**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

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

Demographic Information

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

Name: MICHELLE MADALYN AGUILAR
First Middle Last

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

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

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

Phone / Address

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

Mailing: 742 E LEONA -- -- Alamo City TX 46119 -- Duplicate

Num Street Direction Apt City State Zip

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

Student Indicators

Eligibility Code: B Record Status: 1

Attribution Code: -- NSLP: --

Campus ID Resid: -- Child Find: SPPI-11: ☐

Active Cd: 1 - Active Child Find: SPPI-12: ☐

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 Cntrl: ☐

Here Last Yr: ☐ Next Yr Camp: ☐

CY Xfer Factor: -- NY Xfer Factor: --

CY Team Code: ☐ NY Team Code: ☐

Economic Disadvantage

| Delete | Descriptor | Begin Date | End Date |
|--------------------------|------------|------------|----------|
| <input type="checkbox"/> | 00 | 08-05-2025 | -- |

[Add](#)

Foster Care

| Delete | Descriptor | Begin Date | End Date |
|---------|------------|------------|----------|
| no rows | | | |

[Add](#)

Military Connected

| Delete | Descriptor | Begin Date | End Date |
|---------|------------|------------|----------|
| no rows | | | |

[Add](#)

Attendance Zones

Campus From

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 | | | | | | | | | | | | |
|---|--------------|------------|------------|---------|---------|------------|---------|-----|---------|--------|--------------|------------|----------|--------------------------|--|-----|----|-----|--|-----|--|
| <div> <div> Counselor Information Counselor: 003 Dt Entry 5th Grd: 08-15-2018 Dt Entry 8th Grd: 08-16-2021 Dt Entry 9th Grd: 08-11-2022 District Entry Date: 08-27-2012 Birth City: BEXAR COUNTY Birth State: TX Birth Country: 01 Cohort: 2026 </div> <div> Miscellaneous Primary Language: Immig Tracking: Headstart Code: Alien Tuition Cd: Parent Federal Connected: Att Zone Home Campus: SAT-ACT-TSIA Reimburse: </div> <div> Dual Language Immersion <table border="1"> <thead> <tr> <th>Year</th> <th>Language</th> </tr> </thead> <tbody> <tr><td>01:</td><td></td></tr> <tr><td>02:</td><td></td></tr> <tr><td>03:</td><td></td></tr> <tr><td>04:</td><td></td></tr> <tr><td>05:</td><td></td></tr> </tbody> </table> Assessment Date: -- Completion Year: </div> </div> | | | | | | | | | | Year | Language | 01: | | 02: | | 03: | | 04: | | 05: | |
| Year | Language | | | | | | | | | | | | | | | | | | | | |
| 01: | | | | | | | | | | | | | | | | | | | | | |
| 02: | | | | | | | | | | | | | | | | | | | | | |
| 03: | | | | | | | | | | | | | | | | | | | | | |
| 04: | | | | | | | | | | | | | | | | | | | | | |
| 05: | | | | | | | | | | | | | | | | | | | | | |
| <div> <div> Receive/Transfer Previous District: Previous Campus: 001 Last Year Campus: 001 Last Year Grade: Records Request: 0 Records Forward: </div> <div> Locker Number: Combination 1: Combination 2: </div> <div> ECDS Assessments PK Beginning of Year: -- PK End Of Year: -- KG Beginning of Year: -- </div> <div> Magnet School Magnet this year: <input type="checkbox"/> Magnet next year: <input type="checkbox"/> </div> </div> | | | | | | | | | | | | | | | | | | | | | |
| <div> <div> Local Use 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 1 </div> <div> Census Block <table border="1"> <thead> <tr> <th>Delete</th> <th>Census Block</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td>--</td> <td>--</td> </tr> </tbody> </table> </div> </div> | | | | | | | | | | Delete | Census Block | Begin Date | End Date | <input type="checkbox"/> | | -- | -- | | | | |
| Delete | Census Block | Begin Date | End Date | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | | -- | -- | | | | | | | | | | | | | | | | | | |

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 | | | | | | | | | | | | | | | | | | | | | | | | |
|---|------------|------------|------------|---------|---------|------------|---------|-----|---------|---------|-----|----------------|-----------|-------|--------|------------|------------|----------|--------------------------|--|----|----|--------|------------|------------|----------|---------|--|--|--|--------|------------|------------|----------|---------|--|--|--|
| <div> <div> Promotion Year End Status: <input type="checkbox"/> SSI Promotion: <input type="checkbox"/> Retained Reason 1: <input type="checkbox"/> Retained Reason 2: <input type="checkbox"/> Retained Reason 3: <input type="checkbox"/> </div> <div> Status Indicators Student Parent: <input type="checkbox"/> Even Start: <input type="checkbox"/> Neglected/Delinquent: <input type="checkbox"/> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div> <div> Adult Previous Attendance <table border="1"> <thead> <tr> <th>Delete</th> <th>Descriptor</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td>--</td> <td>--</td> </tr> </tbody> </table> </div> <div> Homeless Status <table border="1"> <thead> <tr> <th>Delete</th> <th>Descriptor</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td colspan="4">No Rows</td> </tr> </tbody> </table> </div> <div> Early Reading Indicator <table border="1"> <thead> <tr> <th>Delete</th> <th>Descriptor</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td colspan="4">No Rows</td> </tr> </tbody> </table> </div> </div> | | | | | | | | | | | | | | | Delete | Descriptor | Begin Date | End Date | <input type="checkbox"/> | | -- | -- | Delete | Descriptor | Begin Date | End Date | No Rows | | | | Delete | Descriptor | Begin Date | End Date | No Rows | | | |
| Delete | Descriptor | Begin Date | End Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | | -- | -- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Delete | Descriptor | Begin Date | End Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No Rows | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Delete | Descriptor | Begin Date | End Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No Rows | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div> <div> Full Time Hybrid Virtual Program <table border="1"> <thead> <tr> <th>Delete</th> <th>Descriptor</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td colspan="4">No Rows</td> </tr> </tbody> </table> </div> <div> Unaccompanied Youth <table border="1"> <thead> <tr> <th>Delete</th> <th>Descriptor</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td colspan="4">No Rows</td> </tr> </tbody> </table> </div> <div> Unschooling Asylee Refugee <table border="1"> <thead> <tr> <th>Delete</th> <th>Descriptor</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td colspan="4">No Rows</td> </tr> </tbody> </table> </div> </div> | | | | | | | | | | | | | | | Delete | Descriptor | Begin Date | End Date | No Rows | | | | Delete | Descriptor | Begin Date | End Date | No Rows | | | | Delete | Descriptor | Begin Date | End Date | No Rows | | | |
| Delete | Descriptor | Begin Date | End Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No Rows | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Delete | Descriptor | Begin Date | End Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No Rows | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Delete | Descriptor | Begin Date | End Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No Rows | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

- Graduation

Registration > Maintenance > Student Enrollment > Graduation

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

Graduation
Graduation Type: 34
AAR Grad Plan: FHS Program
Cert of CrsWrk Date Completed: --
CPR-AED Date Completed: --
Peace Officer Interact Date Completed: 07-26-2023
Texas First Early HS Completion Pgm: --
IGC Reviewed: ☐ Established Date: --
IGC Graduate: ☐

Financial Aid Application
Status: --
Met Date: --

Foundation High School Program
College Career Instruction: ☐
Foundation Crswrk: 1
STEM: 0
Public Services: 0
Business and Industry: 0
Multi Disciplinary Studies: 1
Arts and Humanities: 0
Distinguished Crswrk: 0
Date Completed: --
Date Completed: --
Date Completed: --
Date Completed: --
Date Completed: --

Industry Based Certification

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

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

Graduation Plan > Maintenance > Student > Individual Maintenance > PGP

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

Registration > Utilities > Set Student At Risk Indicators

PEIMS Fall Submission

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

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

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

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

- Special Ed

Registration > Maintenance > Student Enrollment > Spec Ed

DEMO1 DEMO2 DEMO3 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 | Test Dis | Multi Dis | Medical Fragile | Instrl Set | Child Cnt Fund | CTE Elig | Speech | RDSPD | RDSPD Dist Of Svc |
|--------|--------|------------|-----------|--------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|-------------------------------------|--------------------------------|--------------------------------|---------------------------------|
| | 001 | -- | -- | | <input type="text" value="00"/> | <input type="text" value="00"/> | <input type="text" value="00"/> | <input type="text" value="00"/> | <input type="text" value="00"/> | <input type="text" value="00"/> | <input type="text" value="00"/> | <input checked="" type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="--"/> |

Services

| Asst Tech | Aud Svc | Couns Svc | ECI | Interp Svc | Medical Diag | Occup Thrpy | Orient Trng | Phys Thrpy | PPCD | PPCD Location | Psych Svc | Rec Thrpy | Sch Hlth Svc | Soc Wrk Svc | Transport |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Add

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 | <input checked="" type="checkbox"/> | |
| <div>General Intellectual Ability: <input type="checkbox"/></div> <div>Creative Productive Thinking: <input type="checkbox"/></div> <div>Specific Subject Matter Aptitude: <input type="checkbox"/></div> <div>Leadership Ability: <input type="checkbox"/></div> | | | | | | | | |
| <div>+</div> 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 | -- | -- | | 0 | | | | | | | | | | | | | | | | | | | | |
| <div>Yrs US Sch: <input type="checkbox"/> Date HLS Admin: --</div> <div> <div> <div>Campus: 001</div> <div>Entry Date: --</div> <div>Exit Date: --</div> <div>Reason: +33</div> </div> <div> <div>EB Cd: 0</div> <div>Par Perm Cd:</div> <div>Lang Instru Program Svc:</div> <div>Bil/ESL Fund Cd:</div> </div> <div> <div>OLPT English Test</div> <div>Type: </div> <div>Date: --</div> <div>Score: </div> </div> <div> <div>OLPT Spanish Test</div> <div>Type: </div> <div>Date: --</div> <div>Score: </div> </div> </div> <div> <div>Home Language</div> <table border="1"> <thead> <tr> <th>Delete</th> <th>Descriptor</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td></td> <td>98</td> <td>08-05-2025</td> <td>--</td> </tr> </tbody> </table> <div>+</div> Add </div> <div> <div>Student Language</div> <table border="1"> <thead> <tr> <th>Delete</th> <th>Descriptor</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td></td> <td>98</td> <td>08-05-2025</td> <td>--</td> </tr> </tbody> </table> <div>+</div> Add </div> | | | | | | | | | | | Delete | Descriptor | Begin Date | End Date | | 98 | 08-05-2025 | -- | Delete | Descriptor | Begin Date | End Date | | 98 | 08-05-2025 | -- |
| Delete | Descriptor | Begin Date | End Date | | | | | | | | | | | | | | | | | | | | | | | |
| | 98 | 08-05-2025 | -- | | | | | | | | | | | | | | | | | | | | | | | |
| Delete | Descriptor | Begin Date | End Date | | | | | | | | | | | | | | | | | | | | | | | |
| | 98 | 08-05-2025 | -- | | | | | | | | | | | | | | | | | | | | | | | |

- Title I

Registration > Maintenance > Student Enrollment > Title I

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

+ Add

Campus:
 Wdraw Reason: +33

Title I Entry Date:
 Title I Code:

Title I Exit Date:

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

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

Registration > Reports > Create Registration Report

☒ PRS

☒ Campus
 ☒ Entry Date
 ☒ Exit Date
 ☒ Reason
 ☒ PRS
 ☒ CEHI
 ☒ CTE Elig

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

- StudentCharacteristics
 - 14 Pregnancy Related Services
- StudentCharacteristic > Period

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

| DEMO1 | DEMO2 | DEMO3 | GRADUATION | AT RISK | CONTACT | W/R ENROLL | SPEC ED | G/ | PRS |
|---------------------|--------|------------|------------|---------|---------|-------------------------------------|--------------------------|-------------------------------------|-----|
| Delete | Campus | Entry Date | Exit Date | Reason | | PRS | CEHI | CTE Elig | |
| | 001 | -- | -- | | +33 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Add | | | | | | | | | |

Update data elements:

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

- [Local Programs](#)

Registration > Maintenance > Student Enrollment > Local Programs

| DEMO1 | DEMO2 | DEMO3 | 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 | -- | -- | | | | | | | | | |
| Add | | | | | | | | | | | | |
| Other Local Programs | | | | | | | | | | | | |
| Delete | Campus | Entry Date | Exit Date | Reason | Local Program | Code 1 | Code 2 | Code 3 | Code 4 | | | |
| no rows | | | | | | | | | | | | |
| Add | | | | | | | | | | | | |

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

The screenshot shows the 'PK ENROLL' tab in the PEIMS system. It contains two main sections: 'PK Program' and 'PK Funding Source'. In the 'PK Program' section, a table lists program details. Below the table, red boxes highlight the 'Campus' field (101), the 'Entry Date' (08-05-2025), the 'Exit Date' (blank), and the 'Reason' dropdown (02: PK eligible; 4 or more hrs instruction). In the 'PK Funding Source' section, a table lists funding details. Below it, red boxes highlight the 'Fund Order' (1), the 'Fund Source' (1: Tuition fees), the 'Begin Date' (09-15-2025), and the 'End Date' (blank).

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 | | | | Program ID: SRG2200 | | | |
|------------------------------|-------|------------------------|------------|---------|-----------------|---------------------|------------|------------|--------|
| Cnty-Dist: 001-906 | | 001 School | | | | Page: 1 of 2 | | | |
| Campus: 001 | | Sch Year: 2025 | | | | | | | |
| 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 | | | | |
|--------|---------|--------|------------|-----------|---------|------------|---------|-----------|---------|---------|-------------------------------------|----------------|-----------|----------|----------|--------|--------------------------|
| 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 | | -- | -- | | <input type="checkbox"/> |

Campus: 001
Entry Date: 08-05-2025
Exit Date: --
Reason: +33
ET Verify: ☒

Status Cd: 1
Exclusion Code:
Grade Level: 12
Eligibility Code: 8
CTE Elig: ☒

Track: 01
Attribution Cd:
Camp Resid: --
Camp Account: --
Residential Facility: ☐

Leaver Tracking

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

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

| Date Run: 11/12/2025 2:43 PM | | Leaver Tracking Report | | | | | | | | | | | | | | Program ID: SRG1700 | | | | |
|--------------------------------------|--------------|--|--------|---------|-------|----------|------------|-----------|----------|-------------|-------------|------------|--------------|-----|------------|---------------------|-------------|--------------------|-------|-----|
| Cnty Dist: 001-906 | | TEXAS ISD | | | | | | | | | | | | | | Page: 1 of 4 | | | | |
| Campus: 001 | | 2024 Leavers and 2025 No-Shows for 2025 PEIMS Submission | | | | | | | | | | | | | | | | | | |
| School Start Window Date: 08/04/2025 | | | | | | | | | | | | | | | | | | | | |
| Student ID | Student Name | Grd Lvl | Lvr Yr | No Show | Wd Cd | PEIMS Cd | Grad Dt | Grad Type | Dist Crs | S T E Pub M | Bus and Ind | Multi Disc | Arts and Hum | 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

Retrieve

Directory

Prev

Next

STUDENT: TEXAS UNIQUE STU ID:

Comments

DEMO1

DEMO2

DEMO3

GRADUATION

AT RISK

CONTACT

W/R ENROLL

SPEC ED

G/T

BIL/ESL

TITLE I

W/R ENROLL

FORMS

Graduation

Graduation Type:

Graduation Date:

AAR Grad Plan:

Texas Grant Eligibility:

Cert of CrsWrk Date Completed:

College Entry: ☐

CPR-AED Date Completed:

Speech Date Completed:

Peace Officer Interact Date Completed:

IGC Reviewed: ☐

Texas First Early HS Completion Pgm:

IGC Graduate: ☐

Financial Aid Application

Status:

Met Dates:

Foundation High School Program

College Career Instruction: ☐

Foundation Crswrk:

Distinguished Crswrk:

STEM:

Date Completed:

Public Services:

Date Completed:

Business and Industry:

Date Completed:

Multi Disciplinary Studies:

Date Completed:

Arts and Humanities:

Date Completed:

Industry Based Certification

Delete

Certification

Date Taken

Result

Exam Fee

Vendor Nbr

Reimburse

Enrolled

Previous School Year

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

Save

School Year: 2024-2025

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

Move to Request Print Credit Detail Change Plan PGP

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

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

Previous School Year

| Foundation | Endorsement | Distinguished | STAAR EOC Assmnts | College Readiness | Diagnostic Info |
|---|---|---|---|--|---|
| 4 English (English 1-3 & 1 Adv) 3 Math (Alg 1, Geo, & 1 Adv) 3 Science (Bio, IPC or Adv & 1 Adv) 3 SS (US H, Govt & WG or WG) 2 Language Other Than English 1 Fine Arts 1 Physical Education 5 Electives (22 Credits) 1 - Pursuing | (22 Credits) 1 Math (Adv) 1 Science (Adv) 2 Electives (26 Credits) 2 - Completed | (26 Credits) with 4 Science 1 Algebra 2 Endorsement | English 1 Approaches English 2 Approaches Algebra 1 Approaches Biology 1 Approaches US History Approaches English 3 Algebra 2 Cum GPA 2.06562 Cum Rank 64 | ACT Composite 10 Math 10 Read 13 Engl 04 ACT PLAN Composite Math Read Engl Sci PSAT Old Combined Math Read PSAT New Combined Math Read PSAT Section Scores Math Read SAT Combined Math Read SAT Section Scores Math Read TSIA Scores Math Read TSIA2 Math Diag Math ELAR WPI ABE College Readiness... Date - - TSI Required Date - - Date - - Date - - | Dyslexia No LEP No Migrant No G/T No Spec Ed Yes Retained 10 |

Accelerated Learning Plan Monitor Plan

Parent's Educational Expectation

Financial Aid Application

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

Endorsements

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

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

PGP Acknowledgment

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

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

Industry Based Certification

| Delete | Certification | Date Taken | Result | Exam Fee | Vendor Nbr | Reimburse | Enrolled |
|--------------------------|---|------------|-----------------------------|----------|------------|--------------------------|--------------------------|
| <input type="checkbox"/> | 36 : (990) IN 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

| College Board AP/IB Examinations | | | |
|----------------------------------|-------|-------|------|
| Delete | Admin | Month | Code |
| | | | |

Nat/Intl Business or Industry Certification

| Origin | Certification | Date |
|--------|---------------|------|
| | | |

Outstanding Performance Assessment
N/A

Bilingual/Biliteracy: - -

Dual Credit: 0 - Student not acknowledged for Dual Credit

Associate Degree: 2 - Associate of Arts (AA)

+ Add

Verify and Update IEP Continuer Data - Special Education

- [Program Information](#)

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

The following data elements can be verified and updated:

- StudentCharacteristics
 - 09 IEP Continuer
- StudentCharacteristic > Period

The screenshot displays the 'Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information' form. The 'PROGRAM INFORMATION' tab is selected. The 'IEP Continuer' section is highlighted with a red circle, showing a 'Delete' button, 'Begin Date' (09-08-2025), 'End Date' (dropdown), and 'IEP Continuer' checkbox. Other sections include Program Information, Related Services, Extended School Year Services, and Hearing/Visually Impaired.

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

Date Run: 10/14/2025 2:43 PM

Cntry-Dist: 001-906

Campus: 001

Master Schedule PEIMS Information

001 School

Sch Year: 2026

Program ID: SGR0110

Page: 1 of 116

Bold indicates district data

Gray indicates invalid Svc ID

Inactive Instructor

| Sec | Inst | Inst Name | Class Role | Sem | Days Met | Per Beg | Per End | Beg Time | End Time | Entry Date | Withdraw Date | Svc ID | Class Type | Pop Svc | Role ID | Crs PK | High Qual PK | Stu Instr | PK Sch Type | Child-Care Opn Nbrs | Home Room Ind | On Ramps | Dual Crd | Adv Tech Crd | CTE Hrs | CTE Tier | Teacher Cert | College Sem1 | Credit Sem2 | Hours |
|-----|-----------|------------------------|------------|--------|----------|---------|---------|----------|----------|------------|---------------|---------|------------|---------|---------|--------|--------------|-----------|-------------|---------------------|---------------|----------|----------|--------------|---------|----------|--------------|--------------|-------------|-------|
| 04 | | Course Number excluded | 00SH | 01 | MTWThF | 04 | 05 | | | 8/05/2025 | | 83800ST | 01 | 01 | 087 | | | | | | 0 | 0 | 0 | | | N | 0 | 0 | | |
| 05 | RODRIGUEZ | | 01 | MTWThF | 05 | 05 | | | | 8/05/2025 | | 83800ST | 01 | 01 | 087 | | | | | | 0 | 0 | 0 | | | N | 0 | 0 | | |
| | | Course Number | 0600 | | | | | | | | | 85000CO | | | | | | | | | | | | | | | | 0 | 0 | |
| | | Course Number | 0601 | | | | | | | | | 83800LD | | | | | | | | | | | | | | | | 0 | 0 | |
| | | Course Number | 0602 | | | | | | | | | 83800ES | | | | | | | | | | | | | | | | 0 | 0 | |
| | | Course Number | 0603 | | | | | | | | | 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 Lrng | Non Campus Based |
|-----------------------|--------|-----------|-----|-----------|------------------|---------------|------------------|---------------|--------------------------|---------------|--------------------------|----------|------------------|
| <input type="radio"/> | 1020 | ENGLISH 2 | 01 | 022 | 13 | 5 | 15 | 3 | <input type="checkbox"/> | N | <input type="checkbox"/> | | 00 |
| <input type="radio"/> | 1020 | ENGLISH 2 | 03 | 022 | 23 | 3 | 24 | 3 | <input type="checkbox"/> | N | <input type="checkbox"/> | | 00 |
| <input type="radio"/> | 1020 | ENGLISH 2 | 05 | 022 | 16 | 4 | 17 | 3 | <input type="checkbox"/> | N | <input type="checkbox"/> | | 00 |
| <input type="radio"/> | 1020 | ENGLISH 2 | 06 | 022 | 15 | 5 | 12 | 4 | <input type="checkbox"/> | N | <input type="checkbox"/> | | 00 |

Crse Nbr: 1020

ENGLISH 2

Svc ID: 03220200

Multi Svc Ind: ☐

Lock: ☐

Include UIL Elig: N

Section: 01

Max Seats: 022

Enrolled Students Sem 1: 13

Sem 2: 15

Non Campus Based: 00

Dst Lrng:

Section Information

Sped Stu Age: 00

Crse Seq:

Pop Srvd: 01

Wks/Mnth:

Instruct Set:

PK Curricula:

Class Type: 01

Stu Instr:

High Qual PK Prog:

Home Room Ind: ☐

PK Sch Type:

Restrictions

Type Rstrctn:

Team Code:

Gender Rstrctn:

Grade Rstrctn:

Child Care Partnership

Operation Number

Course Codes and Credits

Dual Crdt: 0

Adv Tech Crdt: 0

AAR Use:

Grad Plan Use:

Special Consid:

College Credit Hrs

Sem 1: 0

Sem 2: 0

OnRamps:

District Information

Crse Seq: ☐

Exam/Sem Pat: 1

Gender Rstrctn: ☐

Instruct Set: ☐

AAR Use: ☐

Self Paced: ☐

Pop Srvd: 01

Grad Plan Use: ☐

Class Type: 01

Role ID: 087

Special Consid: ☐

CPR: ☐

Nbr Sem: 2

Incl UIL Elig: ☒

Speech: N

OnRamps: ☐

Campus Information

Grade Rstrctn: ☐

Rstrctn Addl: 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

3

05

01

108

901

SCHULZ, ROSALINDA

01

087

08-06-2024

Update data elements:

- ☐ Update data.

2026/01/11 16:36

30

PEIMS Fall Submission

☐ 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

+ [Add](#)

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

Delete From To

+ [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 | <input type="text" value="5"/> | <input type="text" value="0"/> | <input type="text" value="5"/> | <input type="text" value="0"/> | <input type="text" value="5"/> | <input type="text" value="0"/> | <input type="text" value="5"/> | <input type="text" value="0"/> |
| 041075101 | <input type="text" value="5"/> | <input type="text" value="0"/> | <input type="text" value="5"/> | <input type="text" value="0"/> | <input type="text" value="5"/> | <input type="text" value="0"/> | <input type="text" value="5"/> | <input type="text" value="0"/> |
| 041075301 | <input type="text" value="5"/> | <input type="text" value="0"/> | <input type="text" value="5"/> | <input type="text" value="0"/> | <input type="text" value="5"/> | <input type="text" value="0"/> | <input type="text" value="5"/> | <input type="text" value="0"/> |
| 041075401 | <input type="text" value="5"/> | <input type="text" value="0"/> | <input type="text" value="5"/> | <input type="text" value="0"/> | <input type="text" value="5"/> | <input type="text" value="0"/> | <input type="text" value="5"/> | <input type="text" value="0"/> |

Registration > Reports > Registration Report

TSDS Level 1 Errors

- [Level 1 Errors](#)

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

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

District Administration > Inquiry > TSDS Level 1 Errors

Review/Correct TSDS Level 1 Errors

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

School Year:

TSDS Level 1 Errors For

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

/ 1

You can print various reports using the following options:

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

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

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

Data Quality Tips

- [xxx](#)

info TBD.

ASCENDER Reports to Verify Fall PEIMS TSDS Data

- [Verification Reports](#)

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

| TSDS Report | ASCENDER Report | Data Checked |
|--------------|-----------------|--|
| PDM1-120-005 | SGR0200 | Enrollment/Membership Data (<i>this cannot be run for a specific date-will run as of the day you run the report</i>) |
| | SAT0671 | Check from SnapShot Day reports to verify Enrollment/Membership Data for SnapShot Day counts |
| | SAT2400 | Ethnicity Counts |
| | SRG1700 | Graduates and Dropouts |
| | SRG1500 | At Risk |
| | SRG0600 | Military Connected, Foster Care, Eco Dis, Imm, Migrant (Filter by what you want to look at) |
| | SRG1200 | SPED, GT, Bil/ESL, Title 1 |
| | SEM0850 | PPCD (should be changed to ECSE) |
| | 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)



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