



# PEIMS Fall Submission



# Table of Contents

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



# PEIMS Fall Submission - DRAFT in progress

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

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

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

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



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

## Printable guides referenced in this document:

[QuickGuide: Local Programs](#)

[QuickGuide: TEA Census Block Utility](#)

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

## Prerequisites

### Prerequisites

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

#### Security Administration

- Verify all roles and users are correct.

#### Registration

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

## Grade Reporting

- Clean up invalid course codes
- Set up TSDS Crosswalks

# Understanding Begin and End Dates

- [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**

- [Verify and Update Campus Data](#)

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

Campus ID:

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

Low Grade Level:  High Grade Level:

Accreditation:

College Board Campus Code Number:

Default Track:

Exclude from District Reporting:

School Type:

Capped To Campus:  Capped Date:

Full Day PK Waiver:

Additional Days Program:  Participate in ELO:

Nbr of Bullying Incidents:  Nbr of Cyberbullying Incidents:

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

School has Students Participating in Single-Sex Interscholastic Athletics:

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

School has Students who Receive Corporal Punishment for Disciplinary Purposes:

Campus-wide Residential Facility:

**Residential Facility Options**

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

**Campus Enrollment Type**

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

**National School Lunch Program**

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

## Verify and Update Master Schedule Data

Verify TSDS data in the district and campus master schedules.

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

## Grade Reporting

- [Verify Master Schedule Data](#)

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

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

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



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

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

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

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

It allows you to:

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

**Recommendations:**

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

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

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

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

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

**REMINDER:** Specific to the StaffSectionAssociation

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

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

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

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

**Recommendations:**

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

- [Update Master Schedule Data](#)

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

AVAILABLE COURSES

ENGLISH Course Number Retrieve Stds-Based Crs Setup

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

Rows: 13 Add

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

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

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

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

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

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

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

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

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

header in that area.

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

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

The screenshot displays the 'Section' maintenance interface. At the top, there are tabs for 'COURSE SELECTION', 'COURSE', 'SECTION', 'INSTRUCTOR', and 'COPY COURSE SECTION'. Below the tabs is a search bar with a 'Retrieve' button. The main area contains a table of section records. The table has columns: Del, Details, Course, Title, Sec, Max Seats, Stu Enroll Sem 1, Stu W/D Sem 1, Stu Enroll Sem 2, Stu W/D Sem 2, Multi Svc Ind, Incl UIL Elig, Lock, Dst Lrng, and Non Campus Based. Below the table are navigation buttons: 'First', '1 / 47', and 'Last'. Below the table is a form for editing a section. The form includes fields for 'Crs Nbr', 'Section', 'Max Seats', 'Enrolled Students Sem 1', 'Sem 2', 'Non Campus Based', and 'Dst Lrng'. Below the form are several sections: 'Section Information' (Sped Stu Age, Pop Svcd, Instruct Sett, Class Type, High Qual PK Prog, PK Sch Type, Crs Seq, Wks/Mnth, PK Curricula, Stu Instr, Home Room Ind), '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 Sett, AAR Use, Self Paced, Pop Svcd, Grad Plan Use, Class Type, Role ID, Special Consid, CPR, Nbr Sem, Incl UIL Elig, Speech), and 'Campus Information' (Grade Rstrctn, Rstrctn Addl). At the bottom, there is a grid of section records with columns: Del, Sem, Days, Per Begin, Per End, Room, Time Begin, Time End, Lckout, Instr ID, Instructor, Class Role, Role ID, CTR, Entry Date, Withdraw Date, and ADSY.

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

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

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

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

fields are displayed above.

- [Crosswalks](#)

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

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

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

The screenshot shows a printed report header. On the left, it says 'Date Run: 11-11-2025 9:28 AM' and 'Cnty Dist: 001-906'. In the center, it says 'TSDS Student Crosswalks Report' and 'TEXAS ISD'. On the right, it says 'Page: 1 of 1'. Below the header, it says 'Crosswalk Table: 042 Responsibilities - From Campus/Period to Minutes'. At the bottom, there are two fields: 'From' with the value '00101' and 'To' with the value '00840'.

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

- [Update Crosswalks](#)

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

## Logic for Monthly Minutes Assignment

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

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

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

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

Crosswalk Type	Purpose and Usage
042 - Responsibilities - From Campus/Period to Minutes	For campuses with a set bell schedule, use Crosswalk <b>042 Responsibilities - From Campus/Period to Minutes</b> to assign MonthlyMinutes (E1057) based on the period. Only enter the <b>Time Begin</b> and <b>Time End</b> fields for the few, specific course sections that do not follow the standard bell schedule.
043 - Responsibilities - From Campus/Service ID to Minutes	For course sections where daily subject minutes may fluctuate, such as elementary teachers whose subject times vary, use Crosswalk <b>043 (Responsibilities - From Campus/Service ID to Minutes)</b> to assign MonthlyMinutes (E1057) based on the CourseCode (formerly known as SERVICE-ID).
044 - PE Responsibilities - Campus/Crs/Sec	Use Crosswalk <b>044 (PE Responsibilities - Campus/Crs/Sec)</b> to enter the number of days and minutes in which the PE teacher provides physical education instruction each week at the campus for the four weeks in October that include the last Friday in October.  This is required for all teachers of record for course-sections associated with specific physical education (PE) CourseCodes.

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

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

1 and at least one student is enrolled in the class.

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

### Update Data:

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

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

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

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

### Crosswalk Type:

#### 042 Responsibilities - From Campus/Period to Minutes

### Update Data:

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

- Click **Save**.

### Crosswalk Type:









#### 043 Responsibilities - From Campus/Service ID to Minutes

### Update Data:

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

07200).

Click **Save**.

<b>Print</b>	<p><a href="#">Print the crosswalk report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.  Click  to go back one page.  Click  to go forward one page.  Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.  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 <b>Close Report, Exit, or Cancel</b> button instead.</p>
	<p><a href="#">Delete a row.</a></p> <p>Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.  Click <b>Save</b>. A message is displayed confirming that you want to delete the row.</p> <ul style="list-style-type: none"> <li>◦</li> </ul> <p>Click <b>OK</b> to delete the row.</p> <ul style="list-style-type: none"> <li>◦</li> </ul> <p>Click <b>Cancel</b> not to delete the row.</p>

### Crosswalk Type:

#### 044 PE Responsibilities - Campus/Crs/Sec

#### Create or update the crosswalk:

In the **Crosswalk Table** field, select *044-PE Responsibilities - Campus/Crs/Sec*.

The first time you access the page, there will be rows from the previous year displayed. Click **Delete** then click **Create** to add current year courses.

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

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

- The first three digits are the campus ID.
- The next digits are the course number, which may contain between four and eight

digits.

- The last two digits are the section number.
- The course-sections are for semester 1.

For the Teacher of Record for each course-section listed, enter the following information for the four weeks in October that include the last Friday in October:

- In the **Day Week 1-4** fields, type the number of days in which the employee provides physical education instruction each week at the campus. Valid entries are one digit between 0-5.
- In the **Mins Week 1-4** fields, type the number of minutes the employee provides physical education instruction each week at the campus. Valid entries are up to four digits between 0-3000.

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

Click **Save**.

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

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

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

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

# Verify and Update Current Year Student Data

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

## Verify Student Data

- [Registration > Reports > Create Registration Report](#)

The **Create Registration Report** page allows you to verify student demographic data, Industry Based Certification (IBC) data and Alternative and Supplemental Services - Special Education data.

The screenshot shows the 'Create Registration Report' form with the following sections and options:

- Report Template:** Includes a 'Public' checkbox and a 'Directory' button.
- Report Title:** A text input field.
- Campus Options:** Radio buttons for 'Campus 001' (selected) and 'All Campuses'.
- Demo1:** A checkbox.
- Demographic Information:** A grid of checkboxes for fields such as 'Sch Yr', 'Campus ID', 'Student ID', 'Grade', 'Entry Dt', 'Track', 'Orig Entry', 'Withdrawal Dt', 'Reason', 'Portal ID', 'Last Name', 'First Name', 'Middle Name', 'Gen', 'Nickname', 'SSN Denied', 'SSN', 'Masked SSN', 'Prior SSN', 'TX Unique Stu ID', 'Medicaid Eligible', 'Medicaid ID', 'Sex', 'DOB', 'Hispanic/Latino', 'Aggregate Race/Ethnicity', and 'Comments'.
- Race:** A checked checkbox followed by radio buttons for 'White', 'Black/African American', 'Asian', 'American Indian/Alaskan Native', and 'Hawaiian/Pacific Isl'.
- Graduation:** A large grid of checkboxes for various graduation and certification criteria, including 'Graduation Type', 'Graduation Date', 'AAR Grad Plan', 'Texas Grant Eligibility', 'Vendor1-15', 'Fee1-15', 'Reimburse1-15', and 'Enrolled1-15'.

Spec Ed

<input checked="" type="checkbox"/> Campus	<input checked="" type="checkbox"/> Entry Date	<input checked="" type="checkbox"/> Exit Date	<input checked="" type="checkbox"/> Reason
<input checked="" type="checkbox"/> Primary Dis	<input checked="" type="checkbox"/> Secondary Dis	<input checked="" type="checkbox"/> Tertiary Dis	<input checked="" type="checkbox"/> Multiply Dis
<input checked="" type="checkbox"/> Medically Fragile	<input checked="" type="checkbox"/> Instrl Set	<input checked="" type="checkbox"/> Child Cnt Fund	<input checked="" type="checkbox"/> CTE Elig
<input checked="" type="checkbox"/> Speech	<input checked="" type="checkbox"/> Regional Day School Deaf	<input checked="" type="checkbox"/> RDSF Fiscal Agent	<input checked="" type="checkbox"/> Asst Tech
<input checked="" type="checkbox"/> Aud Svc	<input checked="" type="checkbox"/> Couns Svc	<input checked="" type="checkbox"/> ECI	<input checked="" type="checkbox"/> Interp Svc
<input checked="" type="checkbox"/> Medical Diag	<input checked="" type="checkbox"/> Occup Thrpy	<input checked="" type="checkbox"/> Orient Trng	<input checked="" type="checkbox"/> Phys Thrpy
<input checked="" type="checkbox"/> PPCD	<input checked="" type="checkbox"/> PPCD Location	<input checked="" type="checkbox"/> Psych Svc	<input checked="" type="checkbox"/> Rec Thrpy
<input checked="" type="checkbox"/> Sch Hlth Svc	<input checked="" type="checkbox"/> Soc Wrk Svc	<input checked="" type="checkbox"/> Transport	

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

**Registration > Reports > Program Report Group > SRG1200 - Student Status By Program Changes**

Date Run: 10/8/2025 1:31 PM	Student Status By Program Changes	Program ID: SRG1200													
Cnty-Dist: 001-906	001 School	Page: 1 of 6													
Campus: 001	Sch Year: 2026														
<b>Enrollment Records:</b>															
Stu ID	Student Name	Grd	SSN	Orig Entry	Entry Dt	Exit Dt	Wd Rsn	Stat	Exclsn	Elig	Trk	Attrib	Camp Res	Camp Account	ET Verify
008618	AGUIRRE, JARIUS	08	XXX-XX-XXXX	08-05-2025	08-05-2025			1		1	01				
006684	ALEJANDRO, JOSE L	08	XXX-XX-XXXX	08-05-2025	08-05-2025			1		1	01				
006464	BARRAZA, CAITLIN J	08	XXX-XX-XXXX	08-05-2025	08-05-2025			1		1	01				
007104	BENAVIDES, JOLEEN J	08	XXX-XX-XXXX	08-05-2025	08-05-2025			1		3	01	06	082-903-041		
006519	BRANSCUM, AUTUMN K	08	XXX-XX-XXXX	08-05-2025	08-05-2025			1		1	01				
006377	CAMARENO, JASON	08	XXX-XX-XXXX	08-05-2025	08-05-2025			1		1	01				
006300	CANTU, JANISSA E	08	XXX-XX-XXXX	08-05-2025	08-05-2025			1		1	01				
006361	CANTU, RICKEY	08	XXX-XX-XXXX	08-05-2025	08-05-2025			1		1	01				
006489	CARCAMO, JAYDEN C	08	XXX-XX-XXXX	08-05-2025	08-05-2025			1		1	01				

By generating the report with the **Print Enroll Records**, **Print BIL/ESL Records**, **Print Title 1 Records**, and **Print CTE Program Svc Records** parameters set to **Y**, users are able to verify the student’s enrollment data and Alternative and Supplemental Services data.

**NOTE:** BIL/ESL Program  
 Local Program Code BPT (Bilingual Program Type) or EPT (ESL Program Type) must be added for any student who meets ALL of the following conditions:

- Emergent Bilingual = 1 (Identified as EB)
- Parental Permission = C, 7, or 8
- ADA Eligibility is not 0 or blank

**Registration > Reports > Student Report Group > SRG0301 - Student Census Block Group Roster**

Date Run: 10/7/2025 03:17 PM		Student Census Block Group Roster							Program ID: SRG0301		
Cnty-Dist: 001-906		001 School							Page: 1 of 31		
Campus: 001		Sch Year: 2026									
										Homeless	
Student Name	Unique ID	Student ID	Sex	Grd	Eth	Date of Birth	Economic Disadvantag	ADA Eligibility	Attribution Code	Census Block Group	Active
AGUIRRE, JARIUS	3579247272	008618	F	08	T	20111031	00	1			1
ALEJANDRO, JOSE L.	4287552312	006684	F	08	H	20120717	00	1			1
BARRAZA, CAITLIN J.	6389966246	006464	F	08	H	20120409	00	1			1
BENAVIDES, JOLEEN J.	7352961625	007104	F	08	H	20120807	00	3	06		1
BRANSCUM, AUTUMN K.	6983628496	006519	F	08	H	20120713	00	1			1
CAMARENO, JASON	1998372267	006377	F	08	H	20111105	00	1			1
CANTU, JANISSA E.	2776166261	006300	M	08	H	20120801	00	1			1
CANTU, RICKEY	4473191886	006361	M	08	H	20120106	00	1			1

The [SRG0301 - Student Census Block Group Roster](#) report, with the **As of Date** parameter set to the Fall PEIMS Snapshot date, will verify the **StudentCensusBlockGroup** reported in this submission.

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

**Registration > Reports > Program Report Group > SRG1500 - Student At-Risk Listing**

Date Run: 10/8/2025 10:10 AM		At Risk Students with Criteria										Program ID: SRG1500			
Cnty-Dist: 001-906		All Campuses										Page: 1 of 5			
		Sch Year: 2026 At Risk Year: 2026													
Student ID	Student Name	Not Promoted 1+ Sch Yrs	Below 70 2+ Subj (07-12)	Failed STAAR or EOC	Failed Readiness Tst (PK-03)	Pregnant/ Parent	Placed in DAEP	Expelled	Judicial Release	Dropout	Emergent Bilingual (EB)	Protec- tive Services Homeless	Resident Placemnt	Student/ Parent Incarceration	Dsgnd School TEC \$39.0548
Ind	Ind	Ind	Ind	Ind	Ind	Ind	Ind	Ind	Ind	Ind	Ind	Ind	Ind	Ind	Ind
Campus: 001 001 School															
006251	BENAVIDEZ, DANIEL M.					SSN: XXX-XX-XXXX	Grd Lvl: 10	Active	Dob: 08-15-2011	Agg Ethn: H	Sex: F	Last Grd Failed: 01	Last Year Failed: 2018		
	Y														
008338	BRIONES, ASHER M.					SSN: XXX-XX-XXXX	Grd Lvl: 09	Active	Dob: 10-29-2010	Agg Ethn: H	Sex: M	Last Grd Failed:	Last Year Failed:		
	Y														
007187	FLORES, GERARDO G.					SSN: XXX-XX-XXXX	Grd Lvl: 08	Active	Dob: 08-31-2011	Agg Ethn: H	Sex: F	Last Grd Failed: 01	Last Year Failed: 2018		
	Y														
006588	FONTANEZ, LILLY A.					SSN: XXX-XX-XXXX	Grd Lvl: 09	Active	Dob: 07-15-2010	Agg Ethn: H	Sex: M	Last Grd Failed:	Last Year Failed:		
	Y														
008219	GONZALEZ, DAVID M.					SSN: XXX-XX-XXXX	Grd Lvl: 08	Active	Dob: 10-25-2011	Agg Ethn: H	Sex: M	Last Grd Failed:	Last Year Failed:		
	Y														

The [SRG1500 - Student At Risk Listing](#) report verifies which students are coded as At-Risk.

**Registration > Reports > Program Report Group > SRG1900 - Local Program Enrollment Count**

Date Run: 10/14/2025 10:43 AM		Local Program Enrollment				Program ID: SRG1900			
Cnty-Dist: 001-906		TEXAS ISD				Page: 1 of 3			
Campus: ALL		Sch Year: 2026							
As of Date: 10/14/2025									
Local Prgm Code: DYS									

Student Name	Grade	Student ID	SSN	Campus ID	DOB	Act Cd	Attrib Cd	Local Prgm Dt Entry	Local Prgm Dt W/D	Local Prgm W/D Reason	Campus Dt W/D	Code 1	Code 2	Code 3	Code 4
HERNANDEZ, MACKENZIE ORLANDO	08	006359	XXX-XX-XXXX	001	05/15/2012	1		08/05/2025							SPED
MALDONADO, ADRIAN ALEXANDER JR	08	006360	XXX-XX-XXXX	001	01/03/2012	1		08/05/2025							
RODRIGUEZ, DESIREE	08	006341	XXX-XX-XXXX	001	09/10/2011	1		08/05/2025							SPED
GARCIA-RIVERA, Rodrigo	09	006284	XXX-XX-XXXX	001	01/24/2011	1		08/05/2025							
RODRIGUEZ, JOSEPH ANTHONY	09	006472	XXX-XX-XXXX	001	03/08/2012	1		08/05/2025							
TALAVERA, ABEL MAY	09	006508	XXX-XX-XXXX	001	10/02/2010	1		08/05/2025							
TREVINO, LILLIAN GISELLE	09	006891	XXX-XX-XXXX	001	04/30/2011	1		08/05/2025							
YANEZ, ZENDAYA MCGAIL	09	008297	XXX-XX-XXXX	001	06/22/2011	1		08/05/2025							SPD
CRUZ, ZERRICK	11	001709	XXX-XX-XXXX	001	12/29/2008	1		08/05/2025							
FLORES, JOHNATHAN NICOLE	12	001453	XXX-XX-XXXX	001	04/18/2008	1		08/05/2025							
RAMIREZ, ISAAC MYCHELLE	12	008447	XXX-XX-XXXX	001	08/08/2007	1		08/05/2025							SPED
Total Count for Campus 001:		11													

The [SRG1900 - Local Program Enrollment Count](#) report, generated multiple times and setting the **Local Program Code** parameter to each specific Local Program, verifies the majority or the StudentCharacteristic descriptors.

**Update Student Data**

- [Demo1](#)

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

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

**Demographic Information**

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

Name: MICHELLE MADALYN AGUILAR  
 First Middle Last Gen Nickname

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

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

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

**Phone / Address**

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

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

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

**Student Indicators**

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

**Current / Next Year Information**

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

**Economic Disadvantage**

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

**Foster Care**

Delete	Descriptor	Begin Date	End Date
no rows			

**Military Connected**

Delete	Descriptor	Begin Date	End Date
no rows			

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

- [Demo2](#)

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

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

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

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

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

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

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

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

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

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

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

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

- [Demo3](#)

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

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

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

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

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

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

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

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

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

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

- [Graduation](#)

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

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

**Graduation**

Graduation Type:  Graduation Date:

AAR Grad Plan:  Texas Grant Eligibility:

Cert of CrsWrk Date Completed:  College Entry:

CPR-AED Date Completed:  Speech Date Completed:

Peace Officer Interact Date Completed:

Texas First Early HS Completion Pgm:

IGC Reviewed:  Established Date:  IGC Graduate:

**Financial Aid Application**

Status:

Met Date:

**Foundation High School Program**

College Career Instruction:

Foundation Crswrk:  Distinguished Crswrk:

STEM:  Date Completed:

Public Services:  Date Completed:

Business and Industry:  Date Completed:

Multi Disciplinary Studies:  Date Completed:

Arts and Humanities:  Date Completed:

**Industry Based Certification**

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

[Add](#)

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

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

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

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

Foundation	Endorsement	Distinguished	STAAR EOC Assmnts	College Readiness	Diagnostic Info	
4 English (English 1-3 & 1 Adv) 3 Math (Alg1, Geo, & 1 Adv) 3 Science (Bio, IPC or Adv & 1 Adv) 3 SS (US H, Eco/Govt & WG or WH) 2 Language Other Than English 1 Fine Arts 1 Physical Education 5 Electives (22 Credits) 1 - Pursuing	(22 Credits) 1 Math (Adv) 1 Science (Adv) 2 Electives  (26 Credits)	(26 Credits) with 4 Science 1 Algebra 2 Endorsement	English 1 Approaches English 2 Approaches Algebra 1 Approaches Biology 1 DidNotMeet US History  English 3 Algebra 2  Cum GPA 2.68750 Cum Rank 44	ACT.....Composite ACT PLAN...Composite PSAT Old...Combined PSAT New...Combined PSAT Section Scores SAT.....Combined SAT Section Scores TSIA Scores TSIA2.....MathDiag	Math Read Engl Sci Math Read Engl Math Read Math Read Math Read Math Read Math Read Math Read Math Read Math ELAR WPI ABE	Dyslexia... No LEP... No Migrant... No G/T... No Spec Ed... No  Retained... WPI ABE WPI ABE

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

Industry Based Certification

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

- At Risk

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

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

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

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

Non PEIMS District Codes

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

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

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

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

Non PEIMS District Codes

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

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

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

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

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

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

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

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

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

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

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

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

- [W/R Enroll](#)

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

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

Campus:	<input type="text" value="001"/>	Status Cd:	<input type="text" value="1"/>	Track:	<input type="text" value="01"/>	Residential Facility:	<input type="checkbox"/>
Entry Date:	<input type="text" value="08-05-2025"/>	Exclusion Code:	<input type="text"/>	Attribution Cd:	<input type="text"/>		
Exit Date:	<input type="text" value="--"/>	Grade Level:	<input type="text" value="12"/>	Camp Resid:	<input type="text" value="--"/>		
Reason:	<input type="text" value="+33"/>	Eligibility Code:	<input type="text" value="8"/>	Camp Account:	<input type="text" value="--"/>		
ET Verify:	<input checked="" type="checkbox"/>	CTE Elig:	<input checked="" type="checkbox"/>				

- Special Ed

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

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

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

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

- Gifted/Talented (G/T)

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

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

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

- Bilingual/ESL

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

DEMO1	DEMO2	DEMO3	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL	TITLE I
Delete	Details	Campus	Entry Date	Exit Date	Reason	EB Cd	Par Perm Cd	Lang Instru Program Svc	Bil/ESL Fund Cd	
		001	--	--		0				
+ Add										

Yrs US Sch:  Date HLS Admin: -- -- --  
 Campus: 001  
 Entry Date: -- -- --  
 Exit Date: -- -- --  
 Reason: +33  
 EB Cd: 0  
 Par Perm Cd:   
 Lang Instru Program Svc:   
 Bil/ESL Fund Cd:   
 OLPT English Test: Type: Date: Score:   
 OLPT Spanish Test: Type: Date: Score:

**Home Language**

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

+ Add

**Student Language**

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

+ Add

- Title I

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

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

+ Add

---

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

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

**Title I Exit Date:**

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

- [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	--	--		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
												+ 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**

## Verify and Update Graduates, Leavers and No Shows Data

- [Graduates, Leavers and No Shows](#)

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	<u>W/R ENROLL</u>	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"/>
<a href="#">Add</a>																	
Campus:	001	Status Cd:	1	Track:	01	Residential Facility:	<input type="checkbox"/>										
Entry Date:	08-05-2025	Exclusion Code:		Attribution Cd:													
Exit Date:	--	Grade Level:	12	Camp Resid:	--												
Reason:		Eligibility Code:	8	Camp Account:	--												
ET Verify:	<input checked="" type="checkbox"/>	CTE Elig:	<input checked="" type="checkbox"/>														

**Leaver Tracking**

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

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

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

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



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**.



## Back Cover