



# PEIMS Fall Submission



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# PEIMS Fall Submissions

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).

- [How In-District Campus Transfers Affect Student Data](#)

When a student transfers from one campus to another within the district, the system manages different types of student data (Elements, Characteristics, and Programs) in one of two ways.

It is critical to know which items require manual attention to ensure the student's record is correct at the new campus.

### **Elements/Programs that are NOT Automatic (Requires Manual Reentry)**

These specific Elements, Characteristics, or Programs are **automatically exited** on the student's record at the old campus upon transfer. The new campus **must manually re-enter** a new record for these items with the appropriate **Begin Date** to restart the service/status.

- Eco/Dis
- Foster Care
- Military Connected
- Homeless Status
- Unaccompanied Youth
- Early Reading Indicator
- Unschooled Asylee Refugee
- Adult Previous Attendance
- Full Time Hybrid Virtual Program
- Dyslexia Risk
- Dyslexia Services
- Local Programs
- PK Program
- PK Fund Source

**NOTE:** If the element or program is not manually reentered, the student will not be reported as participating in that service at the new campus.

## Elements/Programs that ARE Automatic (Transfer with the Student)

These specific Elements, Characteristics, or Programs **automatically re-enter/transfer** with the student to the new campus. The **End Date** at the old campus is automatically calculated, and the **Begin Date** at the new campus is automatically set to the transfer date (first instructional day at the new campus).

**No manual reentry is required.**

- Special Ed
- GT
- BIL/ESL
- Title I (If campus is identified as a schoolwide Title I campus.)
- CTE Program Service
- PRS

## 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="X"/> | <input type="button" value="Details"/> |             |            |               |              |

**Campus Enrollment Type**

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

**National School Lunch Program**

| Delete                           | NSLP Type                              | Begin Date | End Date |
|----------------------------------|--|------------|----------|
| <input type="button" value="X"/> | 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 | Per End | Time | Entry Date | Withdraw Date | Svc ID  | Class Type | Pop Svc | Role ID | Class | High PK | Qual Stu                      | PK Instr | Child-Care Opn | Home Room | On Ramps | Dual Tech | Adv CTE | CTE Hrs | CTE Tier | Teacher Cert | College Sem1 | Credit Hours Sem2 |
| 04                           |      | excluded                          | 005H 01    | MTWThF | 04      | 05      |         |      | 8/05/2025  |               | 83800ST | 01         | 01      | 087     |       |         |                               |          |                | 0         | 0        | 0         |         |         | N        | 0            | 0            |                   |
| 05                           |      | RODRIGUEZ                         | 01         | MTWThF | 05      | 05      |         |      | 8/05/2025  |               | 83800ST | 01         | 01      | 087     |       |         |                               |          |                | 0         | 0        | 0         |         |         | N        | 0            | 0            |                   |
|                              |      | Course Number                     | 0600       |        | Title   |         |         |      |            |               | 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 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 Srvc: 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**

☐ 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 Crosswalks](#)

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

The screenshot shows a web interface for managing TSDS 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 green '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 titled 'TSDS Student Crosswalks Report TEXAS ISD'. The report includes the following information: 'Date Run: 11-11-2025 9:28 AM', 'Cnty Dist: 001-906', and 'Page: 1 of 1'. The main title of the report is 'Crosswalk Table: 042 Responsibilities - From Campus/Period to Minutes'. Below this, there are two columns: '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.<br><br>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.<br/> Click  to go back one page.<br/> Click  to go forward one page.<br/> 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.<br/> 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.<br/> 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.<br/> 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 displays the 'Create Registration Report' interface with the following sections and options:

- Report Template:** Includes a 'Public' checkbox and a dropdown menu with 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-related fields, 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                    |                     |

Enrollment Records:

| 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                    |     |     |     |               |                      |                 |                           |                    |        |
| Student Name                 | Unique ID  | Student ID                        | Sex | Grd | Eth | Date of Birth | Economic Disadvantag | ADA Eligibility | Homeless 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 |
| 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

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

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

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

**Phone / Address**

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

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

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

**Student Indicators**

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

**Current / Next Year Information**

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

**Economic Disadvantage**

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

[Add](#)

**Foster Care**

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

[Add](#)

**Military Connected**

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

[Add](#)

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

- [Demo2](#)

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

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

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

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

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

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

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

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

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

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

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

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

- [Demo3](#)

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

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

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

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

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

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

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

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

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

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

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

Met Date [ ] Multi-Disciplinary Studies [ - Pursuing ] Parent Signature [ ]  
Arts and Humanities [ 0 - Not Participating ] 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          | INSTR SET | CHILD CNT FUND | CTE ELIG                            | SPEECH | RDSPD | RDSPD DIST OF SVC |
|--------|--------|------------|-----------|--------|-----|---------|---------|----------|-----------|--------------------------|-----------|----------------|-------------------------------------|--------|-------|-------------------|
|        | 001    | --         | --        |        | +33 | 00      |         |          |           | <input type="checkbox"/> | 00        |                | <input checked="" type="checkbox"/> | 0      | 0     | -                 |

Services

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

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

- Gifted/Talented (G/T)

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

| DEMO1  | DEMO2  | DEMO3      | GRADUATION | AT RISK | CONTACT | W/R ENROLL | SPEC ED                             | G/T         |
|--------|--------|------------|------------|---------|---------|------------|-------------------------------------|-------------|
| Delete | Campus | Entry Date | Exit Date  | Reason  |         |            |                                     | Gift/Talent |
|        | 001    | --         | --         |         |         | +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   |
|                                      |              | 09   | 2025   | 1       | 80    |          |            |           | 0        | 0       | 0       | 0                   | 0          | 0            | 0   | 0          | 0   | 0          | 0                     | 0     | 0   |
|                                      |              | 12   | 2024   | 0       | 01    | 01       | 05/24/2024 | 34        | 2        | 0       | 0       | 0                   | 0          | 2            | 0   | 0          | 0   | 0          | 0                     | 0     | 0   |
|                                      |              | 12   | 2024   | 0       | 01    | 01       | 05/24/2024 | 34        | 2        | 0       | 0       | 0                   | 2          | 0            | 0   | 0          | 0   | 0          | 0                     | 0     | 0   |
|                                      |              | 12   | 2024   | 0       | 01    | 01       | 05/24/2024 | 34        | 2        | 0       | 0       | 2                   | 2          | 0            | 0   | 0          | 0   | 0          | 0                     | 0     | 0   |
|                                      |              | 12   | 2024   | 0       | 01    | 01       | 05/24/2024 | 55        | 0        | 0       | 0       | 2                   | 0          | 0            | 0   | 0          | 0   | 0          | 0                     | 0     | 0   |
|                                      |              | 10   | 2024   | 0       | 60    | 60       |            |           | 0        | 0       | 0       | 0                   | 1          | 0            | 0   | 0          | 0   | 0          | 0                     | 0     | 0   |
|                                      |              | 12   | 2024   | 0       | 01    | 01       | 05/24/2024 | 34        | 2        | 0       | 0       | 0                   | 0          | 2            | 0   | 0          | 0   | 0          | 0                     | 0     | 0   |
|                                      |              | 12   | 2024   | 0       | 01    | 01       | 05/24/2024 | 34        | 2        | 0       | 0       | 0                   | 2          | 0            | 0   | 0          | 0   | 0          | 0                     | 0     | 0   |

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

Refer to TWEDS for additional information.

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

The screenshot shows a web-based student information system interface. At the top, there are tabs for 'Save', 'Student Information', and 'School Year: 2024-2025'. Below this, there are fields for 'STUDENT:' and 'TEXAS UNIQUE STU ID:'. A 'Comments' button is also present. The main navigation bar includes 'DEMO1', 'DEMO2', 'DEMO3', 'GRADUATION' (highlighted), 'AT RISK', 'CONTACT', 'W/R ENROLL', 'SPEC ED', 'G/T', 'BIL/ESL', 'TITLE I', 'ENROLL', and 'FORMS'. The 'GRADUATION' section contains several fields: 'Graduation Type' (dropdown menu with value 34), 'Graduation Date' (calendar icon), 'AAR Grad Plan' (dropdown menu with value FHS Program), 'Texas Grant Eligibility' (checkbox), 'Cert of CrsWrk Date Completed' (calendar icon), 'College Entry' (checkbox), 'CPR-AED Date Completed' (calendar icon with value 07-26-2023), 'Speech Date Completed' (calendar icon), 'Peace Officer Interact Date Completed' (calendar icon with value 07-26-2023), 'Texas First Early HS Completion Pgm' (dropdown menu), 'IGC Reviewed' (checkbox), and 'IGC Graduate' (checkbox). There is also a 'Financial Aid Application' section with 'Status' and 'Met Dates' fields. Below this is the 'Foundation High School Program' section with various checkboxes and dropdown menus for 'College Career Instruction', 'Foundation Crswrk', 'STEM', 'Public Services', 'Business and Industry', 'Multi Disciplinary Studies', and 'Arts and Humanities'. At the bottom, there is an 'Industry Based Certification' table with columns for 'Delete', 'Certification', 'Date Taken', 'Result', 'Exam Fee', 'Vendor Nbr', 'Reimburse', and 'Enrolled'.

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

Save School Year: 2024-2025

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

Move to Request Print Credit Detail Change Plan PGP

Grade Level: 12 9th Grd Entry Dt: 08-16-2021 Cohort: 2025 Graduation Plan: 34 - FOUNDATION HIGH SCHOOL PROGRAM PEIMS Grad Type: 34 - FHS Prgm (5th GR 14-15 and thereafter)

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

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

Accelerated Learning Plan Monitor Plan

Parent's Educational Expectation

Financial Aid Application

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

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

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

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

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

Industry Based Certification

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

Previous School Year

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

Save School Year: 2024-2025

GRADE LEVEL COURSE DETAIL CREDIT SUMMARY CREDIT DETAIL PGP PERFORMANCE ACKNOWLEDGMENT

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

| Origin | Nat/Intl Business or Industry Certification | Certification | Date |
|--------|---|---------------|------|
|        |   |               |      |


Outstanding Performance Assessment: N/A

Bilingual/Biliteracy: -- --

Dual Credit: 0 - Student not acknowledged for Dual Credit

Associate Degree: 2 - Associate of Arts (AA)

Add

 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**.



## Back Cover