



TSDS PEIMS Fall Submission (WIP)

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The ASCENDER State Reporting application provides programs to extract the appropriate data for each collection from the ASCENDER Business and Student systems. 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, staff, budget, shared service arrangement, 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.

Staff data can be extracted from the Business system, the Student system, or both.

For a complete list of extract rules and edits, see <https://tealprod.tea.state.tx.us/TWEDS/103/0/0/0/Introduction/List/878>



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.

Prerequisites

Prerequisites:

- Verify that all roles and users are correct in ASCENDER Security Administration.
- All staff responsible for extracting data must coordinate activities with each other.

Terminology:

- **Domain:** Displays the Ed-Fi domain name where the error(s) occurred (e.g. Education Organization).
- **Entity:** Displays the entity within the Ed-Fi domain where the error(s) occurred (e.g. LocalEducationAgency).
- **Data Element:** A specific unit of data that must be reported to the TEA.

I. Verify Master Schedule Data

Verify TSDS data in the district and campus master schedules. This data must be correct to ensure that Career & Technical Education, **Staff Responsibilities, and other data is extracted** correctly for Submission 1. It is recommended that you run applicable reports first, and then use the Grade Reporting maintenance pages to update data where needed.

Grade Reporting

- [Grade Reporting Reports](#)

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

Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0140 - Instructor List (Grd Rptng)

Date Run: 9/30/2024 8:34 AM

Cnty-Dist: 555-901 001

Instructor Listing

001 School

Sch Year: 2024

Program ID: SGR0140

Page: 1 of 7

Instr ID	Name	Staff ID	Campus	Grd Lvl	Section	Homeroom	Dept	Excl from PEIMS
002	WARDEN, VICTORIA B	002639	001			002	MTH	N
006	REYES, NORMA D	002103	001			006	SPE	N
007	VILLANUEVA, VELTA J	002607	001			007	SPE	N
008	VALDEZ, SYLVIA	002537	001			008	ENG	N
009	URESTE, STEVEN A	002517	001			009	ENG	N
010	VALADEZ, SYLVIA A	002533	001			010	ENG	Y
011	DELGADO, CYNTHIA	000794	001			011	DXL	N
012	TEAH CER, MATH	T00042	001			012	MTH	N
013	VILLARREAL, VERONICA	002614	001			013	ELA	N

SGR0140 allows you to verify that staff IDs are correct.

Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR2500 - Schedule of Classes (Grd Rptng)

Date Run: 2/23/2021 8:43 AM

Cnty-Dist: 031-776 101

Campus: 101

Schedule of Classes

101 School

Sch Year: 2021

Semester: 2

Program ID: SGR2500

Page: 175 of 175

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
YOW, V Instr ID: 144 Total Students: 108		SCIENCE 0402-04 17 MTWThF 02650400 01-Teacher of Record						MATH 0401-04 17 MTWThF 02640040 01-Teacher of Record	
ZAROSKY, W Instr ID: 076 Ssf ID=001151		MATH KG 0001-06 20 MTWThF	HOME ROOM 0006-06 20 MTWThF				PE/HEALTH 0005-06 20 MTWThF		

Run SGR2500 before staff responsibilities data is extracted. The report provides a count of students in each instructor's class, as well as service ID and total students. You can compare data to the database after the staff data is extracted.

For elementary campuses:

- Each course-section must have at least one student in order for staff responsibilities data to be extracted for that course.
- 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 > Instructors > SGR2550 - Teaching Assignments

IMPORTANT: CTE must be selected for the instructor on **Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section**.

Instr ID	Instructor	Class Role	Role ID	CTE	Entry Date	Withdraw Date
000	PACHECO, MATTHEW L	01	087	☒	09-08-2020	--
Add						

Date Run: 9/30/2024 11:13 AM		Teaching Assignments with Dates of Assignment and Area of Responsibility										Program ID: SGR2550				
Cnty-Dist: 555-901		001 School										Page: 1 of 46				
Campus: 001		Sch Year: 2024														
Sort: A = Instr																
-----Class ID-----																
Instr ID	Staff ID	Name	Class Role	Role ID	Cert CTE	Campus	Course	Sec	Sem	Beg Per	End Per	Title	Subject Area	Service ID	Begin Date	End Date
103	000106	ALVAREZ, ALFONSO	01	087	N	001	8002	31	1	03		OFFICE AIDE	LOCA	85000OFF	08/14/2023	
			01	087	N		8002	41	1	04		OFFICE AIDE	LOCA	85000OFF	08/14/2023	
			01	087	N		8002	81	1	08		OFFICE AIDE	LOCA	85000OFF	08/14/2023	
			01	087	N		8002	31	2	03		OFFICE AIDE	LOCA	85000OFF	08/14/2023	
			01	087	N		8002	41	2	04		OFFICE AIDE	LOCA	85000OFF	08/14/2023	
			01	087	N		8002	81	2	08		OFFICE AIDE	LOCA	85000OFF	08/14/2023	
			01	087	N		8002	31	3	03		OFFICE AIDE	LOCA	85000OFF	08/14/2023	
			01	087	N		8002	41	3	04		OFFICE AIDE	LOCA	85000OFF	08/14/2023	
			01	087	N		8002	81	3	08		OFFICE AIDE	LOCA	85000OFF	08/14/2023	
			01	087	N		8002	31	4	03		OFFICE AIDE	LOCA	85000OFF	08/14/2023	
			01	087	N		8002	41	4	04		OFFICE AIDE	LOCA	85000OFF	08/14/2023	
			01	087	N		8002	81	4	08		OFFICE AIDE	LOCA	85000OFF	08/14/2023	

Set **Sort** parameter to D (Subject Area).

Cert CTE is set to Y for all VOED and COMP courses in the **Subject Area** column for all weighted state career and technical funding courses and CTE-certified teachers.

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

Date Run: 9/30/2024 11:15 AM			District Master List (Grade Reporting)															Program ID: SGR0050																			
Cnty-Dist: 555-901			TEXAS ISD															Page: 1 of 20																			
			Sch Year: 2024																																		
																		PEIMS																			
Course Number	Title	Abbrev Name	SIF Pod	Nbr Sem	Exm Sem	Prd Cns	Core Cd	ELA Wgt	Auto Grade	Credit Prft	Credit Lvl	Grnd Seq	Grnd Cds	Grnd Rstr	HR Cds	HR Wgt	HR Rstr	GA Cds	GA Wgt	GA Rstr	Service ID	Service ID Description	Dept	Textbook	ISBN	Consolid	Spec Srv	Incl Elig Cds	Priority Cds	AAR Use	CTE Hours	CTE Tier	Course Seq	Pop	Role ID	Instr Set	Class Type
0003	SP ED AIDE	SPEDAIDE	N	2	1	0				M	Y	0.0	4	N				R	1	R	1	SA000003	INSTR AIDE					Y	R				06	033		01	
0006	KINDER CENTERS	CENTERS	N	2	1	0				E	Y	0.0	4	N				R	1	R	1	8020000X	LOC.GR-K					Y	R				01	087		02	
0007	KINDER LUNCH	KG LUNCH	N	2	1	0				E	Y	0.0	4	N				R	1	R	1	80300LUN					Y	R				01	087		01		
0009	LIBRARYK	LIBRARYK	N	2	1	0				E	Y	0.0	4	N				R	1	R	1	01020000	KINDER					Y	R				01	087		01	
0010	91	EE	N	2	1	0				E	Y	1.0	4	Y				R	1	R	1	SE000007	PPCD					N	R				06	087		01	
0011	PCD-1	PCD-1	N	2	1	0				E	Y	1.0	4	Y				R	1	R	1	SE000007	PPCD					Y	R				06	087		01	
0012	PCD-2	PCD-2	N	2	1	0				E	Y	1.0	4	Y				R	1	R	1	SE000007	PPCD					Y	R				06	087		01	
0013	PCD-3	PCD-3	N	2	1	0				E	Y	1.0	4	Y				R	1	R	1	SE000007	PPCD					Y	R				06	087		01	
0014	KINDER HOMEROOM	KG-HRM	N	2	1	0				E	Y	0.0	4	N				R	1	R	1	01020000	KINDER					Y	R				01	087		02	
0015	ENRICHMENT	ENRICHME	N	2	1	0				E	Y	0.0	4	N				R	1	R	1	01020000	KINDER					Y	R				01	087		02	

SGR0050 allows you to verify that district course information is correct. Verify data in the **Service ID**, **Pop Srv**, **Role ID**, and **Class Type** columns.

You can also use SGR0050 to identify service IDs in the C022 code table that are not appropriate for the CTE course.

You can filter for CTE courses (in numerical order and alpha order, or individually):

Sort/Filter

Program ID: SGR0050

Sort/Filter X

☐ Sort Criteria

☒ Filter Criteria

☐	Column	Operator	Value	Logical
☐	Service ID	≥	03580140	AND
☐	Service ID	=	03581700	OR
☐	Service ID	≤	12700300	

Sort the report by service ID so that all CTE courses are displayed together.

Date Run: 9/30/2024 11:17 AM

Cnty-Dist: 555-901

District Master List (Grade Reporting)

TEXAS ISD

Sch Year: 2024

Course Number	Title	Abbrev Name	Slf Pcd	Nbr Sem	Exm Sem	Prd Ctr	Core Cds	ELA Wgt	Auto Grade	Crd Pntl	Credit	Crdt Seq	Grd Crs	Gender Rstr	HR Cd	HR Tbl	HR Wgt	GA Tbl	GA Wgt	Service ID	Service ID Description
0003	SP ED AIDE	SPEDAIDE	N	2	1	0				M	Y	0.0	4	N						SA000003	INSTR AIDE
0006	KINDER CENTERS	CENTERS	N	2	1	0				E	Y	0.0	4	N						80200XXX	LOC,GR-K
0007	KINDER LUNCH	KG LUNCH	N	2	1	0				E	Y	0.0	4	N						80300LUN	
0009	LIBRARYK	LIBRARYK	N	2	1	0				E	Y	0.0	4	N						01020000	KINDER
0010	91	EE	N	2	1	0				E	Y	1.0	4	Y						SE000007	PPCD
0011	PCD-1	PCD-1	N	2	1	0				E	Y	1.0	4	Y						SE000007	PPCD
0012	PCD-2	PCD-2	N	2	1	0				E	Y	1.0	4	Y						SE000007	PPCD
0013	PCD-3	PCD-3	N	2	1	0				E	Y	1.0	4	Y						SE000007	PPCD
0014	KINDER HOMEROOM	KG-HRM	N	2	1	0				E	Y	0.0	4	N						01020000	KINDER
0015	ENRICHMENT	ENRICHME	N	2	1	0				E	Y	0.0	4	N						01020000	KINDER
0016	2ND COMPUTER	2COMP	N	2	1	0				E	Y	0.0	4	N						02020000	GRADE 2

Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0110 - Master Schedule PEIMS (Grd Rptg)

Date Run: 9/30/2024 11:24:40		Career and Technical Code Verification Report														Program ID: SGR1600			
Cnty-Dist: 555-901		001 School														Page: 1 of 26			
Campus: 001		Sch Year: 2024 Semester: 1																	
Student Name	Student ID	SSN State ID	Grd Lvl	Cntrl Nbr	Act Cd	Trk	WD Date	Course Number	Sec Nbr	Period	Sem Nbr	CTE Tier	CTE Crd Amt	Xfr Crs	TEA Service ID	TEA Service ID Description	TEA Service ID Override	Crs Dt Entry	Crs Dt Withdrw
ABBOTT, Weston J	042574	XXX-XX-XXXX	09	1	01			9164	40	04 - 04	1	2	1		13024300	DOLLARSE		08/14/2023	
ACOSTA, AVAN	052502	XXX-XX-XXXX	10	1	01			9170	70	07 - 07	1	2	1		13011400	BUSIM1		08/14/2023	
								9181	40	04 - 04	1	2	1		13004210	PRINARC		08/14/2023	
ACOSTA, NAVAYA M	052125	XXX-XX-XXXX	12	1	01			9156	40	04 - 04	1	3	1		13009210	CPHLAB2		08/14/2023	
								9162	70	07 - 07	1	1	1		12701400	CAREERP2		08/14/2023	
ACOSTA, QUINTEN	042337	XXX-XX-XXXX	11	1	01			3513	30	03 - 03	1	2	1		13009900	PROFCOMM		08/14/2023	
								9124	70	07 - 07	1	2	1		13029550	CRINVEST		08/14/2023	
ACOSTA-VILLALOBOS,	052758	XXX-XX-XXXX	09	1	01			9164	20	02 - 02	1	2	1		13024300	DOLLARSE		08/14/2023	
								9164	20	05 - 05	1	2	1		13024300	DOLLARSE		08/14/2023	
ACOSTAZZZZZZZ	052631	XXX-XX-XXXX	10	1	01			9221	30	03 - 03	1	2	1		N1302540	MICROS		08/14/2023	
Adams, Naviyah R	012606	XXX-XX-XXXX	11	1	01			9001	30	03 - 03	1	2	1		13000200	PRINAFNR		08/30/2023	
								9141	70	07 - 07	1	2	1		13024200	PRINHUSR		08/30/2023	
Adamson, EMILY C	042422	XXX-XX-XXXX	11	1	01			9111	30	03 - 03	1	2	1		13020200	PRINHLSC		08/14/2023	
								9225	70	07 - 08	1	2	2		13025100	INTCOSMO		08/14/2023	
Adebogun, CARLA M	042559	XXX-XX-XXXX	09	1	01			4115	30	03 - 03	1	2	2		13016200	MONEYM		08/14/2023	
Adrianne, NICHOLETTE R	052066	XXX-XX-XXXX	12	1	01			9136	70	07 - 07	1	3	1		13039700	AUTOTEC2		08/16/2023	

SGR0110 allows you to verify that campus course information is correct at the section level. Section-level settings override district information, so ensure that the information is correct. The report also indicates invalid service IDs that must be corrected. Verify **Beg Time** and **End Time** are correct if they are used to report Teacher Responsibilities. If using crosswalks in State Reporting, the **Beg Time** and **End Time** should be blank.

NOTE:

- If bold only on the district master schedule.
- If not bold, is coded on the section tab.
- If blank, no section is built.

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

Date Run: 2/23/2021		Invalid Service ID					Program ID: SGR0220	
Cnty-Dist: 031-776		TEXAS ISD					Page: 1 of 1	
		Sch Year: 2021						
Course Number	Title	Service ID	Abbrev Name	Nbr Sems	Self Paced	Graded Course	Credit Level	
8829	WEB TECH	13027900	WEBTECH	2	0	Y	H	
8835	WEB TECH	13027900	WEBTECH	2	0	Y	H	
9792	HEALTH	83200HLT	HEALTH	2	0	Y	M	

SGR0220 compares the district course service IDs to the C022 table for the current year and identifies any courses that have service IDs not found in the C022 table. Any courses with invalid service IDs are listed in the report.

Grade Reporting > Reports > Grade Reporting Reports > Student Verification > SGR1600 - Career and Technology Code Verification

Date Run: 2/23/2021 09:08:30		Career and Technology Code Verification Report													Program ID: SGR1600				
Cnty-Dist: 031-776		001 School													Page: 1 of 17				
Campus: 001		Sch Year: 2021 Semester: 1																	
Student Name	Student ID	SSN State ID	Grd Lvl	Ctrl Nbr	Act Cd	Trk	WD Date	Course Number	Sec Nbr	Period	Sem Nbr	Car Tech Code	CTE Crd Amt	Xfr Crs	TEA Service ID	TEA Service ID Description	TEA Service ID Override	Crs Dt Entry	Crs Dt Withdraw
ADAM, CARLOS L	505385	XXX-XX-XXXX	09	010	1	01		8890	06	06 - 06	1	1	1		13004210	PRINARC		08/17/2020	
ADAME, ANDREAL	504115	XXX-XX-XXXX	10	912	1	01		8822	04	04 - 04	1	2	1		13024700	CHILDDVE		08/17/2020	
ADAMS, JONATHAN D	101177	XXX-XX-XXXX	11	755	1	01		8801	04	04 - 04	1	1	1		13000300	LIVEPROD		08/17/2020	08/25/2020
								8818	03	03 - 03	1	1	1		13000400	SMANIMGT		08/25/2020	
AGUILAR, BILLY	503883	XXX-XX-XXXX	12	084	1	01		3133	03	03 - 03	1	1	1		13020600	ANATPHYS		08/17/2020	
								8841	02	02 - 02	1	1	1		13018000	FINMATH		08/17/2020	
AGUILAR, DEVIN L	504028	XXX-XX-XXXX	11	025	1	01		8836	03	03 - 03	1	2	1		13008200	PRINAAVTC		08/17/2020	
								8855	04	04 - 04	1	2	1		13001800	FLORAL		08/17/2020	
								8913	01	01 - 01	1	2	1		13011200	PRINBMF		08/17/2020	
ALCOSA, ANNAYELLIE F	504192	XXX-XX-XXXX	10	639	1	01		8822	07	07 - 07	1	2	1		13024700	CHILDDVE		08/17/2020	
ALEMAN, JOHN N	504283	XXX-XX-XXXX	09	973	1	01		8821	02	02 - 02	1	1	1		13024200	PRINHUSR		08/17/2020	
ALEMAN, KRISTEN L	301083	XXX-XX-XXXX	09	877	2	01	01/05/2021	8800	01	01 - 01	1	0	1		13000200	PRINAFNR		08/17/2020	
ALFONSO, JAYLIN R	101152	XXX-XX-XXXX	11	083	1	01		8802	02	02 - 02	1	1	1		13000700	ADVANSOI		08/17/2020	
								8832	01	01 - 01	1	1	1		13027200	PRINIT		08/17/2020	
ALLEN, JESSE M	301019	XXX-XX-XXXX	11	083	1	01		8891	08	08 - 08	1	1	1		13004220	PRINCON		08/17/2020	

SGR1600 lists the students enrolled in CTE courses, equivalent TEA course numbers, and entry and withdrawal dates. You can run SGR0400 to identify students in the course, and then compare data in SGR1600 for students enrolled in the course.

Grade Reporting > Reports > Create Grade Reporting Reports

☐ District Course Offered CYR

☐ Title ☐ Core Crs ☐ Service ID ☐ Service ID Descr ☐ Textbook ISBN
☐ Nbr of Sem ☐ ELA Wgt ☐ GA Wgt ☐ Abbrev Name ☐ Dist Crs Seq
☐ Graded Crs ☐ Auto Grd ☐ GA Table ☐ Period Ctrl ☐ CTE Hrs
☐ Credits ☐ Dist AAR Use ☐ HRoll Cd ☐ Required/Elective ☐ Instr Sett
☐ Self Paced ☐ Dist Spec Cons ☐ HRoll Wgt ☐ Dist Gender Restr ☐ Dist Pop Srvd
☐ Allow Part Crdt ☐ Incl UIL Elig Crs ☐ HRoll Table ☐ Department ☐ Role ID
☐ Credit Lvl ☐ Credit Seq ☐ Exam Sem Pattern ☐ Dist Class Type ☐ Exclude from TeacherPortal
☐ OnRamps ☐ Crs Nbr ☐ Grad Plan ☐ CPR ☐ Speech

☐ Campus Course Offered CYR

☐ Course Section CYR

☐ Cr Section Nbr ☐ Cr Special Consid ☐ Dual Credit ☐ Incl UIL Elig Sec ☐ Adv Tech Crd
☐ Cr AAR Use ☐ Grade Rstrctn ☐ Wks/Mnth ☐ Cr Instruct Sett ☐ College Cr Hrs-Sem 1
☐ Max Seats ☐ Add Grd Rstrctn ☐ Elem Skills Based ☐ Distance Lrning ☐ College Cr Hrs-Sem 2
☐ Type Rstrctn ☐ Cr Gender Rstrctn ☐ Locked ☐ Cr Pop Srvd ☐ College Cr Hrs-Sem 3
☐ Crs Seq ☐ Multi Svc Ind ☐ Team Code ☐ Cr Class Type ☐ College Cr Hrs-Sem 4
☐ PK Curricula ☐ High Qual PK Prog ☐ Stu Instr ☐ PK Sch Type ☐ OnRamps
☐ Home Room Ind ☐ PK Prog Eval Type ☐ Grad Plan Use

☐ Course Meet CYR

☐ Sem ☐ Days of Week ☐ Period Begin ☐ Period End ☐ Room ☐ Time Begin ☐ Time End
☐ Lockout ☐ Instr ID ☐ Class Role ☐ Role ID ☐ Cert CTE ☐ Entry Date ☐ Withdraw Date

☐ Instructor CYR

☐ Instr Last Name ☐ Instr First Name ☐ Instr Mid Name ☐ Section ☐ In Grade Level ☐ Email
☐ Homeroom ☐ Exclude from Fall PEIMS ☐ Max Study Halls/Day ☐ Max Sections/Sem ☐ Max Periods/Day ☐ Max Preps/Sem
☐ Max Contact Per/Year ☐ Restr Department ☐ Restr Subject Area ☐ Restr Resvrd Room ☐ Designator 1 ☐ Designator 2
☐ Designator 3

You can create a custom report to verify master schedule data.

- [Grade Reporting > Maintenance > Master Schedule > District Schedule](#)

AVAILABLE COURSES

Course Number Retrieve

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from TeacherPortal	Stf Pcd
		0003	SP ED AIDE	SPEDAIDE	SA000003	INSTR AIDE	☐	2		Incl Both(Att Grds)	☐
		0006	KINDER CENTERS	CENTERS	80200XXX	LOC.GR-K	☐	2		Both (Att Grades)	☐
		0007	KINDER LUNCH	KG LUNCH	80300LUN	80300LUN	☐	2		Both (Att Grades)	☐
		0009	LIBRARYK	LIBRARYK	01020000	KINDER	☐	2		Attendance	☐
		0010	91	EE	SE000007	PPCD	☒	2		Incl Both(Att Grds)	☐
		0011	PCD-1	PCD-1	SE000007	PPCD	☒	2		Incl Both(Att Grds)	☐
		0012	PCD-2	PCD-2	SE000007	PPCD	☒	2		Incl Both(Att Grds)	☐
		0013	PCD-3	PCD-3	SE000007	PPCD	☒	2		Incl Both(Att Grds)	☐
		0014	KINDER HOMEROOM	KG-HRM	01020000	KINDER	☐	2		Grades	☐
		0015	ENRICHMENT	ENRICHME	01020000	KINDER	☐	2		Both (Att Grades)	☐
		0016	2ND COMPUTER	2COMP	02020000	GRADE 2	☐	2		Both (Att Grades)	☐

First / 25 Rows: 727

⇒ Crs Nbr: SP ED AIDE Abbrev Name: Service ID: INSTR AIDE Graded Crs: ☐
 Nbr Sem: Textbook ISBN: Exclude from TeacherPortal: ☐ Incl Both(Att Grds) ☒ Self Paced: ☐

Grade Reporting

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

Course Codes and Credits

Tot Credits: Part Credit: ☒ AAR: Grad Plan: Spec Cons: OnRamps: ☐

Credit Seq: Credit Lvl: CPR: ☐ Speech: ☐

Elem/Misc

Core Crs: ELA Wgt: Auto Grd: Incl Uil Elig: ☒ Exam/Sem Pat:

PEIMS

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

HR/GA

HRoll Wgt: HRoll Table: HRoll Cd: GA Wgt:

NOTE: To display the PEIMS fields in the grid, click the **PEIMS** heading below the grid. An arrow is displayed next to the **PEIMS** heading to indicate that those fields are displayed above.

Reported Elements from District Schedule: reported in the [Course Entity](#).

Verify that the following are correct for all courses in the district master schedule:

- ☐ **Pop Srvd** - Verify that the population served code indicates the population for which the course was designed. The default code is 01 (i.e., Regular students).
- ☐ **Class Type** - Verify that the code correctly indicates if the instruction for the class is provided in a regular or non-regular classroom.
- ☐ **Role ID** - Verify that the role ID is appropriate for the course. In most cases, the code is 087 (i.e., Teacher).

- [Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section](#)

COURSE SELECTION COURSE **SECTION** INSTRUCTOR COPY COURSE SECTION

Title

Del	Details	Course	Title	Sec	Max Seats	Stu Enroll Sem 1	Stu W/D Sem 1	Stu Enroll Sem 2	Stu W/D Sem 2	Multi Svc Ind	Incl UIL Elig	Lock	Dst Lrng	Non Campus Based
		0911	ENGLISH 1 ALT	10	010	1	0	1	0	☐	N	☐		00
		0911	ENGLISH 1 ALT	11	010	1	2	1	0	☐	N	☐		00
		0911	ENGLISH 1 ALT	12	010	2	0	2	0	☐	N	☐		00
		0911	ENGLISH 1 ALT	60	010	0	0	0	0	☐	N	☐		00
		0912	ENGLISH 2 ALT	10	010	1	1	1	1	☐	N	☐		00
		0912	ENGLISH 2 ALT	11	010	5	3	5	0	☐	N	☐		00

First / 139

⇒ Crs Nbr: 0911 ENGLISH 1 ALT Svc ID: 03220107 Multi Svc Ind: ☐ Lock: ☐ Include UIL Elig: N

Section: 10 Max Seats: 010 Enrolled Students Sem 1: 4 Sem 2: 4 Non Campus Based: 00 Dst Lrng:

Section Information

Sped Stu Age: 00 Crs Seq:

Pop Srvd: Wks/Mnth:

Instruct Sett: PK Curricula:

Class Type: Stu Instr:

High Qual PK Prog: Home Room Ind: ☐

PK Sch Type:

Include WD Meeting Times: ☒

Restrictions

Type Rstrctn:

Team Code:

Gender Rstrctn:

Grade Rstrctn:

Child Care Partnership

Delete

Course Codes and Credits

Dual Crdt:

Adv Tech Crdt:

AAR Use:

Grad Plan Use:

Special Consid:

College Credit Hrs

Sem 1: 0 Sem 2: 0

OnRamps:

District Information

Crs Seq ☐ Exam/Sem Pat: 1 Gender Rstrctn: ☐

Instruct Set: ☐ AAR Use: E Self Paced: ☐

Pop Srvd: 06 Grad Plan Use: Class Type: 02

Role ID: 087 Special Consid: CPR: N

Nbr Sem: 2 Incl UIL Elig: ☐ Speech: N

OnRamps: ☐

Campus Information

Grade Rstrctn: ☐ Rstrctn Addl:

Del	Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lckout	Instr ID	Instructor	Class Role	Role ID	CTE	Entry Date	Withdraw Date	ADSY
	01	3	05	01	100				145	TOVAR, STEPHANIE	01	087	☐	08-12-2024	- -	☐

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.

NOTE: To display the applicable fields in the grid, click the **Section Information** heading below the grid. An arrow is displayed next to the heading to indicate that those fields are displayed above.

- ☐ **Pop Srvd** - Verify the field for all course-sections.
- ☐ **Class Type** - Verify the field for all course-sections.

- ☐ **Class Role** (Classroom Position) - Verify the field for all course-sections. This value is used when extracting staff responsibility data to identify the teacher of record.
- ☐ **Sped Stu Age** - Verify the age range of the students to whom teaching and paraprofessional staff will provide services.

The following fields must be entered in the campus master schedule (section record); they do not exist in the district master schedule:

- ☐ **Days** (of the week), **Time Begin**, and **Time End** - Used to calculate monthly minutes for extracting staff responsibility data.
 - If **Time Begin** and **Time End** are blank, the crosswalk tables are used to calculate monthly minutes, as described previously in this guide. **Using crosswalks is recommended.**
 - If **Time Begin** and **Time End** have values, the extract uses the values whether or not there is a crosswalk for service ID or monthly minutes. **To use the crosswalks, these fields must be blank.**
- ☐ **Class Role** - Verify the field for all course-sections. This value is used when extracting staff responsibility data to identify the teacher of record.

NOTE: For instructional staff, these records may come from staff demo record in Personnel or from the master schedule in Grade Reporting, or both, depending on how your district is set up.

Reported Elements from Section: reported in the [Section Entity](#).

- [Grade Reporting](#) > [Maintenance](#) > [Master Schedule](#) > [Campus Schedule](#) > [Instructor](#)

COURSE SELECTION COURSE SECTION **INSTRUCTOR** COPY COURSE SECTION

Del	Details	Instr ID	Staff ID	Grade Lvl	Section	Name L	Name F	Name M	Gen Cd	Dept Nbr	Homeroom	Reserved Room	Excl From Fall PEIMS
		002	002639			WARDEN	VICTORIA	BRANDON		MTH	002	002	☐
		006	002103			REYES	NORMA	DULANEY		SPE	006	06	☐
		007	002607			VILLANUEVA	VELTA	J		SPE	007	007	☐
		008	002537			VALDEZ	SYLVIA			ENG	008		☐
		009	002517			URESTE	STEVEN	ANN		ENG	009		☐
		010	002533			VALADEZ	SYLVIA	ALAN		ENG	010	010	☒
		011	000794			DELGADO	CYNTHIA			DXL	011	011	☐
		012	T00042			TEACHER	MATH			MTH	012		☐
		013	002614			VILLARREAL	VERONICA			ELA	013		☐
		014	001955			PEREA	MAX	MARIE		ENG	014	014	☐
		015	002606			VILLANUEVA	VELMA	GESISELE		ENG	015	015	☐
		016	002284			SANCHEZ	RICHARD	FRANCIS		ENG	016	016	☐

First 1 / 6 Last Add

Instr Nbr: 002 Staff ID: 002639 Home Room: 002 Instructor Status: Active

Name: VICTORIA BRANDON WARDEN Generation Texas Unique ID ESC/SSA

Maximum Values
 Study Halls/Day: ☐ Sections/Sem: ☐
 Periods/Day: ☐ Preps/Sem: ☐
 Contact Periods/Year: ☐

Restrictions
 Department: MTH
 Subject Area:
 Reserved Room: 002

Designators
 1: ☐
 2: ☐
 3: ☐

Elementary
 Grade:
 Section:

Exclude from Fall PEIMS: ☐

Instructor Schedule

☐ If the district has converted staff IDs (SSNs) to employee IDs, the **Staff ID** column will no longer display SSNs. Employee IDs should be displayed instead. Ensure that an employee ID is displayed for all staff hired after the utility was run.

☐ Select **Excl From Fall PEIMS** if the instructor should not be extracted when staff responsibility data is extracted.

II. Verify ASCENDER Student Data

Verify data for each element in the following ASCENDER Student applications. It is suggested that you run reports first, and then use the maintenance pages in the Student applications to update data where needed.

Calculated Elements

[Hard-coded and calculated elements](#)

The following elements are either hard-coded in or calculated by the software. Hard coded values are built into the program, are the same each time they are extracted, and cannot be changed by the user. Calculated values are determined by the program and can be changed if source data is updated or changed.

☐ Organization (E0319) identifies the unique organizational unit within the local education agency with which the account is associated. For campuses, this is the three-digit campus number registered with the Texas Education Agency. For non-campuses, this must be one of the administrative units required in the Resource Guide, or 998 or 999. **This is hard coded in the program as “ESC,” “LEA,” or “School” according to the county-district number.**

☐ LocalEducationAgency (E0212) is the county-district ID registered with the TEA.

☐ SchoolId (E0266) is the unique campus ID number registered with the TEA. It is the linking of DISTRICT-ID with the campus identification number. A campus ID cannot be greater than 698. The first six characters of CAMPUS-ID must match the value of the DISTRICT-ID in the LEA's *LocalEducationAgencyExtension* complex type.

☐ CAMPUS-ID-OF-ENROLLMENT (E0782) is required for students with as-of-status codes C, E, or G. This is the campus at which the student was enrolled. The field cannot be updated from any page in ASCENDER.

- As-of-status code C - Enrolled in the district within the school-start window, and not enrolled in the district on the fall snapshot date.
- As-of-status code E - Enrolled in the district in the prior school year, enrolled in the district in the current year but not within the school-start window and not on the fall snapshot date.
- As-of-status code G - Not enrolled in the district in the prior school year, enrolled in the district in the current year but not within the school-start window and not on the fall snapshot date.

☐ LocalStudentId (E0923) is the student's local ID assigned by the district (optional).

☐ AsOfStatusLastFridayOctober (E3007) is generated by the program during the extracts. The code is based on the student's current year status within the school start window (i.e., first day of school thru the last Friday in September) and the snapshot date (i.e., last Friday in October).

☐ COURSE-IDENTIFICATION-SYSTEM (E1089) is the system used to identify the organization of subject matter and related learning experiences provided for the instruction of students. **This is hard coded in the program as “State Course Code.”**

☐ STUDENT-IDENTIFICATION-SYSTEM (E1090) is the coding scheme used for identification and record-keeping purposes by schools, social services, or other agencies to refer to a student. **This is hard coded in the program as “State” and the student's SSN is used.**

☐ StudentUniqueld (E1523) is the unique number assigned to a student by the TEA.

☐ FiscalYear (E0974) is the last digit of the current fiscal year for the fund (e.g., the fiscal year is 0

for the 2019-2020 fiscal year).

Graduation Plan

- [Graduation Plan > Maintenance > Student > Individual Maintenance > PGP](#)

STUDENT: 052125 ; ACOSTA, NAVAYA Mia TEXAS UNIQUE STU ID: 3217291978 Retrieve

Move to Request Print Credit Detail Change Plan PGP

Grade Level: 12 9th Grd Entry Dt: 08-03-2020 Cohort: 2024 Graduation Plan: H5 - House Bill 5 PEIMS Grad Type: 34 - FHS Prgm (9th GR 14-15 and thereafter)

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

CPR Date Completed 10-19-2021 Speech Date Completed 01-07-2022 Peace Officer Interact Date Completed 10-21-2021

Foundation	Endorsement	Distinguished	STAAR EOC Assmnts	College Readiness	Diagnostic Info
4 English (English 1-3 & 1 Adv) 3 Math (Alg1, Geo, & 1 Adv) 3 Science (Bio, IPC or Adv & 1 Adv) 3 SS (US H, Eco/Govt & WG or WH) 2 Language Other Than English 1 Fine Arts 1 Physical Education 5 Electives (22 Credits) 1 - Pursuing College Career Instruction ☐	(22 Credits) 1 Math (Adv) 1 Science (Adv) 2 Electives (26 Credits) 1 - Pursuing	(26 Credits) with 4 Science 1 Algebra 2 Endorsement 1 - Pursuing	English 1 Masters English 2 Masters Algebra 1 Masters Biology 1 Meets US History Masters English 3 Algebra 2 Cum GPA 96.32142 Cum Rank 3	ACT.....Composite 26 Math 26 Read 31 Engl 24 ACT PLAN.....Composite Math Read Engl Sci PSAT Old.....Combined Math Read PSAT New.....Combined 59 Math 28.0 Read 31 PSAT Section Scores Math 560 Read 580 SAT.....Combined 58 Math 27.0 Read 31 SAT Section Scores Math 540 Read 600 TSIA Scores Math Read Writ WPI ABE TSIA2.....MathDiag 0 Math 970 ELAR 942 WPI 5 ABE 5 College Readiness..... Date - - TSI Required Date - - Date - - Date - -	Dyslexia...No LEP.....No Migrant...No G/T.....Yes Spec Ed...No Retained...No

Accelerated Learning Plan Monitor Plan

01 - ICU 02 - Course Grades
03 - Assessment Scores 04 - Curriculum Benchmark

Parent's Educational Expectation

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

Endorsements

STEM 0 - Not Participating Date Completed - -
Public Services 0 - Not Participating Date Completed - -
Business and Industry 1 - Pursuing Date Completed - -
Multi Disciplinary Studies 1 - Pursuing Date Completed - -
Arts and Humanities 0 - Not Participating Date Completed - -

PGP Acknowledgment

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

Student Signature Date 11-19-2020
Parent Signature - -
Counselor Signature - -

Industry Based Certification

Delete	Certification	Date Taken	Result	Exam Fee	Vendor Nbr	Reimburse	Enrolled
☐	03 : (790) (N) PHARMACY TECHNICIAN	04-06-2024		55.00	400	☒	☐

Add

Reported Elements from PGP: reported in the [PriorYearLeaver Entity](#).

For students who do not have a graduation plan, this information is entered on **Registration > Maintenance > Student Enrollment > Demo3**.

IMPORTANT The IBC Exam Fee Amount has a revised domain of values from 0-100 to 0.00-700.00.

☐ Credentials and Certifications are added on **Graduation Plan > Maintenance > District > Tables**.

Save School Year: 2021-2022 Campus 001: 001 School

GRADUATION PLANS ACCELERATED LEARNING **CREDENTIALS OR CERTIFICATION** MONITOR PLANS PARENT/GUARDIAN EXPECTATIONS

Delete	Code	Description	Origin	PEIMS Code	PEIMS Description	IBC Exam Fee	IBC Vendor	IBC Vendor Description
	01	WELDING	National	100	API 1104 Welding	50.00	200	American Welding Society
	02	ELECTRICAL	National	210	ASE Mech Elec Components	35.00	650	Other
	03	INDUSTRIAL CERT	National	520	Electrical Apprenticeship Certificate Level 1	150.00	300	Independent Electrical Contractors Texas
	04	MICROSOFT WORD 2013	National	570	Microsoft Office Expert - Word	100.00	650	Other
	05	MICROSOFT EXCEL 2013	National	560	Microsoft Office Expert - Excel	100.00	650	Other
	06	MICROSOFT OFFICE SPECIALIST 2016	National	580	Microsoft Office Specialist (MOS) Master-2016	250.00	650	Other

First 1 Last Add Add 10

- Graduation Plan > Maintenance > Student > Individual Maintenance > Performance Acknowledgement

STUDENT: 052125 - ACOSTA, NAVAYA Mia TEXAS UNIQUE STU ID: 3217291978 Retrieve Directory

Move to Request Print Credit Detail Change Plan PGP

Grade Level: 12 9th Grd Entry Dt: 08-03-2020 Cohort: 2024 Graduation Plan: H5 - House Bill 5 PEIMS Grad Type: 34 - FHS Prgm (9th GR 14-15 and thereafter)

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

College Board AP/IB Examinations

Delete	Admin	Month	Code
		2024	05 - May

013 - Acknowledgment for AP: French Language and Culture

Nat/Int'l Business or Industry Certification

Origin	Certification	Date

Outstanding Performance Assessment
N/A

Bilingual/Biliteracy: -- --

Dual Credit: -- --

Associate Degree: 3 - Associate of Applied Arts (AAA)

Add

Reported Elements from Performance Acknowledgement: reported in the [PriorYearLeaver Entity](#) and the [StudentAcademicRecord Entity](#).

Registration

- Registration Reports

Registration data can be verified by running the following reports:

Registration > Reports > Create Registration Report

Report Template
☐ Public

Report Title

Campus Options
☒ Campus 001
☐ All Campuses

☐ Demo1

☐ Demographic Information

☐ 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 ☐ Comments

☒ Race

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

☐ Student Indicators

☐ Elig ☐ Attribution ☐ Camp ID Resid ☐ Eco Disadv ☒ Military Connected ☒ Foster Care ☒ Star of Texas Award
☐ Rep Excl ☐ Active ☐ Record Status ☐ Cnty Residence ☐ NSLP

☒ Current / Next Year Information

☒ Control Num ☒ CY Team ☒ Next Yr Cntrl ☒ NY Team ☒ Nxt Yr Camp ☒ Here Last Yr ☒ CY Transfer Factor ☒ NY Transfer Factor

☐ Phone / Address

☐ Addr/Tel Rest ☐ Phone AC ☐ Phone Nbr ☐ Cell Ph Nbr ☐ E-mail
☐ M Num ☐ M St ☐ M City ☐ M State ☐ M Zip ☐ M Zip Ext ☐ M Apt ☐ M Dir.
☐ P Num ☐ P St ☐ P City ☐ P State ☐ P Zip ☐ P Zip Ext ☐ P Apt ☐ P Dir.

☐ Demo2

☐ Counselor Information

☐ Counselor ☐ Dt Entered 5th Grade ☐ Dt Entered 8th Grade ☐ Dt Entered 9th Grade ☐ District Entry Date ☐ Birth City ☐ Birth State
☐ Birth Country ☐ Cohort

☐ Miscellaneous

☐ Primary Language ☐ Immig Tracking ☐ Headstart ☐ Alien Tuition ☐ Parent Federal Connected ☐ Att Zone Home Campus ☐ SAT-ACT-TSIA Reimburse

☐ Dual Language Immersion

☐ Year 1 ☐ Year 2 ☐ Year 3 ☐ Year 4 ☐ Year 5 ☐ Assessment Date ☐ Completion Year

☐ Receive/Transfer

☐ Previous District ☐ Previous Campus ☐ Last Year Campus ☐ Last Year Grade ☐ Records Request ☐ Records Forward

☐ Locker

☐ Locker Number ☐ Locker Comb 1 ☐ Locker Comb 2

☐ Magnet School

☐ Magnet this year ☐ Magnet next year

☐ ECDS Assessments

☐ PK Beginning of Year ☐ PK End of Year ☐ KG Beginning of Year

☐ Local Use

☐ Local Use Code 1 ☐ Local Use Code 2 ☐ Local Use Code 3 ☐ Local Use Code 4 ☐ Function 1 ☐ Function 2 ☐ Undefined Pgm

☐ Demo3

☒ Career Technology

☒ Day Care CTE Support Service
 ☒ Sgl Parent/Sgl Preg Woman
 ☒ Transport CTE Support Service
 ☒ Career and Technology Ind
 ☒ Out of Wkforce Individual

☐ Promotion

☐ Year End Status
 ☐ SSI Promotion
 ☐ Retained Reason 1
 ☐ Retained Reason 2
 ☐ Retained Reason 3
 ☐ Parent Request Retention

☐ Dyslexia Services

☐ Section 504 Services
 ☐ SBEC/Trained Staff
 ☐ Section 39.023 Mods

☐ Status Indicators

☒ Campus of Account
 ☒ Migrant
 ☐ Immigrant
 ☐ Asylee/Refugee
 ☒ Homeless Status
 ☐ Unaccomp Youth Status
 ☒ Early Reading
 ☐ Summer School BI/ESL
 ☐ Student Parent
 ☐ Even Start
 ☐ Neglected/Delinquent
 ☒ Military Enlistment
 ☐ Dyslexia Risk
 ☐ Adult Prev Att
 ☐ Gen. Ed. Homebound

☐ Graduation

☐ Graduation Type	☐ Graduation Date	☐ AAR Grad Plan	☒ Texas Grant Eligibility	☐ Venc
☐ Cert of CrsWrk Dt Completed	☒ College Entry	☒ CPR Date Completed	☐ Speech Date Completed	☐ Venc
☐ Peace Officer Interact Date Completed	☐ College Career Instruction	☐ Foundation Coursework	☐ Distinguished Coursework	☐ Venc
☒ STEM	☐ STEM Date Completed	☒ Public Services	☐ Public Services Date Completed	☐ Venc
☐ Business and Industry	☐ Business and Industry Date Completed	☐ Multi Disciplinary Studies	☒ Multi Disciplinary Studies Date Completed	☐ Venc
☐ Arts and Humanities	☐ Arts and Humanities Date Completed	☐ Industry Certification1	☐ Industry Certification1 Date Completed	☐ Venc
☐ Industry Certification2	☐ Industry Certification2 Date Completed	☐ Industry Certification3	☐ Industry Certification3 Date Completed	☐ Venc
☐ Industry Certification4	☐ Industry Certification4 Date Completed	☐ Industry Certification5	☐ Industry Certification5 Date Completed	☐ Venc
☐ Industry Certification6	☐ Industry Certification6 Date Completed	☐ Industry Certification7	☐ Industry Certification7 Date Completed	☐ Venc
☐ Industry Certification8	☐ Industry Certification8 Date Completed	☐ Industry Certification9	☐ Industry Certification9 Date Completed	☐ Venc
☐ Industry Certification10	☐ Industry Certification10 Date Completed	☐ Industry Certification11	☐ Industry Certification11 Date Completed	☐ Venc
☐ Industry Certification12	☐ Industry Certification12 Date Completed	☐ Industry Certification13	☐ Industry Certification13 Date Completed	☐ Venc
☐ Industry Certification14	☐ Industry Certification14 Date Completed	☐ Industry Certification15	☐ Industry Certification15 Date Completed	☐ Venc
☐ Financial Aid App Status	☐ Financial Aid App Met Date			☐ Venc
☐ Tx First Early HS Completion Pgm				☐ Venc
☐ Result1	☐ Result2	☐ Result3	☐ Result4	☐ Resu
☐ Result6	☐ Result7	☐ Result8	☐ Result9	☐ Resu
☐ Result11	☐ Result12	☐ Result13	☐ Result14	☐ Resu

☐ DAP Advanced Measures

☐ DAP Advanced Measure 1
 ☐ DAP Advanced Measure 2
 ☐ DAP Advanced Measure 3
 ☐ DAP Advanced Measure 4

☐ Truancy Indicators

☐ Excessive Unexc Absence
 ☐ Truancy Prevention Measure
 ☐ Truancy Complaint Filed
 ☐ Excessive Unexc Absence Campus
 ☐ Truancy Prevention Measure Campus
 ☐ Truancy Complaint Filed Campus
 ☐ Excessive Unexc Absence Date
 ☐ Truancy Prevention Measure Date
 ☐ Truancy Complaint Filed Date

☐ At Risk					
☐ At Risk					
☐ At Risk Year	☐ At Risk	☐ Unsatis Assess (PK-03)	☐ Unsatis Assess (PK-03) Doc		
☐ Failed Courses (07-12)	☐ Failed Courses (07-12) Doc	☐ Not Promoted	☐ Not Promoted Doc		
☐ Unsatis Assess	☐ Unsatis Assess Doc	☐ Pregnant/Parent	☐ Pregnant/Parent Doc		
☐ Placed in DAEP	☐ Placed in DAEP Doc	☐ Expelled	☐ Expelled Doc		
☐ Conditional Release	☐ Conditional Release Doc	☐ Prior PEIMS Dropout	☐ Prior PEIMS Dropout Doc		
☐ EB	☐ EB Doc	☐ DFPS	☐ DFPS Doc		
☐ Homeless	☐ Homeless Doc	☐ Residential Placement	☐ Residential Placement Doc		
☐ Incarcerated	☐ Incarcerated Doc	☐ Last Grade Failed	☐ Last Year Failed		
☐ Designated Dropout Recovery	☐ Designated Dropout Recovery Doc				
☐ Non PEIMS District Codes					
☐ User 1- Char 1 ☐ User 2- Char 1 ☐ User 3- Char 3 ☐ User 4- Char 3 ☐ User 5- Char 8					
☐ Contact					
☐ Contact Detail					
☐ Priority	☐ First Name	☐ Middle Name	☐ Last Name	☐ Gen	☐ Relation
☐ Enrolling Person	☐ DOB	☐ Address Number	☐ Address Street Name	☐ Address Apt Nbr	☐ Address City
☐ Address State	☐ Address Zip Code	☐ E-mail	☐ Occupation	☐ Migrant	☐ Parent Military
☐ Branch of Service	☐ Rank	☐ Parent/Guardian	☐ Guardian Verified	☐ Emergency	☐ Receive Mailouts
☐ Language	☐ Phone Preference	☐ Cell Ph Nbr	☐ Home Ph Nbr	☐ Business Ph Nbr	☐ Other Ph Nbr
☐ Transport Information					
☐ Right to Transport	☐ Driver License Nbr	☐ Driver License State	☐ Vehicle Make	☐ Vehicle Model	
☐ Vehicle Color	☐ Vehicle Plate Nbr	☐ Vehicle State			

☐ Residential Facility Detail									
☒ Residential Facility Indicator	☒ Attendance Zone	☐ Prior Instr Setting	☐ Surrogate Parent	☐ Nbr Other Stu Assigned					
☒ Educated At Facility	☐ Length Stu Sch Day	☐ Length Campus Sch Day	☒ Residential Facility ID						

☐ Spec Ed									
☒ Campus	☒ Entry Date	☐ Exit Date	☐ Reason						
☒ Primary Dis	☐ Secondary Dis	☐ Tertiary Dis	☐ Multiply Dis						
☐ Medically Fragile	☐ Instrl Set	☐ Child Cnt Fund	☐ CTE Elig						
☐ Speech	☐ Regional Day School Deaf	☐ RDSF Fiscal Agent	☒ 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							

☐ G/T									
☒ Campus	☒ Entry Date	☐ Exit Date							
☐ Reason	☒ Gift/Talent	☐ General Intellectual Ability							
☐ Specific Subject Matter Aptitude	☐ Creative Productive Thinking	☐ Leadership Ability							

☐ Bi/ESL									
☐ Bi/ESL									
☒ Campus	☒ Entry Date	☐ Exit Date	☐ Reason	☒ Bil Type	☒ ESL Type	☐ EB Cd			
☐ Par Perm Cd	☐ Bi/ESL Fund Cd	☐ Alt Lang Cd	☒ Home Language	☐ Student Language	☐ Yrs US Sch	☐ Date HLS Admin			

☐ OLPT English Test									
☐ Type	☐ Date	☐ Score							

☐ OLPT Spanish Test									
☐ Type	☐ Date	☐ Score							

☐ Title I									
☐ Title I									
☐ Campus	☐ Title I Entry Date	☐ Title I Exit Date	☐ Wdraw Reason	☐ Title I Code					

☐ Instructional Services									
☐ Reading Code	☐ Science Code	☐ Math Code	☐ Social Studies Code						

☐ Other Related Services									
☐ Guidance Couns	☐ Health	☐ Social Work							

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

☐ Local Program									
EXC - Exchange Student		☒ Entry Date	☒ Exit Date	☐ Reason	☐ Code 1	☐ Code 2	☐ Code 3	☐ Code	

☐ PK Enroll									
☒ Campus	☒ Entry Date	☐ Exit Date	☐ Reason	☒ PK Program Cd	☒ PK Funding Source	☐ PK Secondary Funding	☐ PK Elig Prev Yr		

☒ Bus Info									
☒ Bus Info Detail									
☒ Eligible	☒ Route	☒ Pickup Stop	☒ Pickup Assigned	☒ Pickup Route	☒ Seat	☒ Run	☒ Dropoff Stop	☒ Dropoff Assigned	☒ Dropoff Route

☒ Special Education									
☒ Transportation	☒ Special Seating	☒ Wheelchair							

Demo1, Demo3, At Risk, Bilingual/ESL enrollment data, and local program data can be verified by creating a customized report.

Registration > Reports > Registration Reports > Program > SRG0600 - Student Special Program Listing

Date Run: 9/30/2024 10:36 AM			Student Special Program Listing															Program ID: SRG0600											
Cnty-Dist: 555-901			001 School															Page: 1 of 264											
Campus: 001																													
			S	C	Sngl																	Free	Eco	All					
			Agg	T	Par	OOWk	Prg	Sp	Pri	B	T	G	E	L	Stu	Smr	P	Fed	Par	Asylee/	Mil	Foster	Home	Unacc	Redu	Dis	At		
Student Name	Student ID	Grade	x	Ethn	E	Indv	Wmn	Ed	Dis	I	I	/	S	E	P	Lang	BL/	R	Conn	Mil	Refugee	Conn	Care	less	Youth	Lunch	Adv	Risk	Act
ABBOTT, Weston J	042574	09	M	H	1					6	1				98	0	0	0	N	N	0	0	0	0	0	01	0	1	
ACOSTA, YADIRA L	053412	09	F	W	0					6					98	0	0	0	N	N	0	0	0	0	0	01	0	1	
ACOSTA-VILLALOBOS, IVANA J	052758	09	F	W	0			Y	06	6					98	0	0	0	N	N	0	0	0	0	0	00	0	1	
Adebogun, CARLA M	042559	09	M	H	0					0	6	0	1	01	0	0	0	N	N	0	0	0	0	0	0	01	1	1	
Agnew Mathis, MAYRA D	052710	09	M	H	0					6					98	0	0	0	N	N	0	0	0	0	0	01	1	1	
AGUILAR, Cha'Miah A	052568	09	M	H	0			Y	08	6					98	0	0	0	N	N	0	0	0	0	0	01	0	1	
AGUILAR, JUSTIN A	042555	09	F	H	1					6					98	0	0	0	N	N	0	0	0	0	0	00	0	1	
ALCALA, RODRIGO L	042814	09	F	H	1					6					98	0	0	0	N	N	0	0	0	0	0	01	0	1	
ALLEN, JORGE E	053339	09	F	H	1					0	6	1	0	5	01	0	0	0	N	N	0	0	0	0	0	01	0	1	
Allepalli, CHRISTOPHER A	052798	09	F	H	0					6					98	0	0	0	N	N	0	0	0	0	0	00	0	1	
ALVAREZ, Marquis D	052729	09	F	H	1					6					98	0	0	0	N	N	0	0	0	0	0	00	0	1	

Set the **Check if At Risk Year** parameter to *C Current*.

NOTE: This report can be used to verify Migrant, Immigrant, Asylee Refugee, Military Connected, Foster Care, Homeless, Unaccompanied Youth, and/or Eco Dis.

The report can be filtered to show one data element at a time.

Student Special Program Listing Program ID: SRG0600

Sort/Filter X

☐ Sort Criteria

☒ Filter Criteria

☐	Column	Operator	Value	Logical
☐	Migr	=	1	AND
☐	Imm	=	1	

98 0 N 0 0 0 0 0 1 1

Registration > Reports > Registration Reports > Program > SRG1200 - Student Status Changes by Program

Date Run: 2/22/2021 10:22 AM

Cnty-Dist: 031-776

Campus: 001

Student Status By Program Changes

001 School

Sch Year: 2021

Program ID: SRG1200

Page: 1 of 72

Special Education Records:

Stu ID	Student Name	Grd	SSN	Entry	Withdraw	Wd Rsr	Pri Disab	Instruct Set	Multi Disab	CTE Speech	Reg Day	RDSD Fiscal
												Agent
504283	ALEMAN, JOHN N	09	XXX-XX-XXXX	08-17-2020			08	40	No	0	1	0
503992	BAILEY, DAVID J	09	XXX-XX-XXXX	08-17-2020			08	42	No	0	1	0
504657	CALVILLO, RHIANNON L	09	XXX-XX-XXXX	08-17-2020	08-18-2020	60	08	41	No	0	1	0
301063	DELGADO, JESSICA W	09	XXX-XX-XXXX	08-17-2020			06	93	No	0	1	0
504451	GALLEGOS, JOSHUA S	09	XXX-XX-XXXX	08-17-2020			08	41	No	0	1	0
504542	HINKLE, GEORGIA J	09	XXX-XX-XXXX	08-17-2020			02	41	No	0	1	0
504138	SKOW, LILLIAN J	09	XXX-XX-XXXX	08-17-2020			07	42	No	0	1	0
504359	TAYLOR, JESSICA C	09	XXX-XX-XXXX	08-17-2020	12-14-2020	49	08	40	No	0	1	0
504359	TAYLOR, JESSICA C	09	XXX-XX-XXXX	01-25-2021			08	40	No	0	1	0
300992	YAPP, JUSTICE	09	XXX-XX-XXXX	08-17-2020			08	40	No	0	1	0
504115	ADAME, ANDREA L	10	XXX-XX-XXXX	08-17-2020			08	40	No	0	1	0

To verify special ed data, set the **Print Special Ed Records** parameter to Y, and set all other parameters to blank or N.

Date Run: 2/18/2021 1:10 PM

Cnty-Dist: 031-776

Campus: 001

Student Status By Program Changes

001 School

Sch Year: 2021

Program ID: SRG1200

Page: 1 of 1

Gifted and Talented Records:

Stu ID	Student Name	Grd	SSN	Entry	Withdraw	Wd Rsn	Gifted & Talented Indicator	General Intelligent Ability	Creative Productive Thinking	Specific Subj. Matter Apt.	Leadership Ability
504418	BOCANEGRA, KRISSY E	09	XXX-XX-XXXX	08-17-2020			1	1			
504415	BOWEN, ERUBEY J	09	XXX-XX-XXXX	08-17-2020			1	1			
504416	CRUZ, GREGORY S	09	XXX-XX-XXXX	08-17-2020	01-05-2021	60	1	1			
504490	FAIR, TREVOR A	09	XXX-XX-XXXX	08-17-2020			1				
505413	FUENTES, RORY	09	XXX-XX-XXXX	08-17-2020			1	1			
504279	JENSEN, JENNA L	09	XXX-XX-XXXX	08-17-2020			1	1			
504431	RODRIGUEZ, CLARA ANN L	09	XXX-XX-XXXX	08-17-2020			1	1			
504426	ROMERO, FELIX J	09	XXX-XX-XXXX	08-17-2020			1	1			
504227	FRAUSTO, BRANDON	10	XXX-XX-XXXX	08-17-2020			1	1			
504201	JONES, SYDNEY D	10	XXX-XX-XXXX	08-17-2020			1	1			
505407	LUGO, DRAKE A	10	XXX-XX-XXXX	08-17-2020			1				

To verify GT data, set the **Print Gifted/Talented Records** parameter to Y, and set all other parameters to blank or N.

Date Run: 2/22/2021 10:25 AM

Student Status By Program Changes

Program ID: SRG1200

Cnty-Dist: 031-776

001 School

Page: 1 of 71

Campus: 001

Sch Year: 2021

Bilingual/ESL Records:

Stu ID	Student Name	Grd	SSN	Date Entry	Date Withdraw	Wd Rsn	Bil	ESL	LEP Cd	Stu Lang	Home Lang	HLS Admin Date	Par Perm Cd	Yrs US Sch	Alt Lang Cd	Bil/ESL Fund Cd
503992	BAILEY, DAVID J	09	XXX-XX-XXXX	08-17-2020	- -		0	3	1	01	01	- -	K	6	00	
504403	CORONADO, YE-WON M	09	XXX-XX-XXXX	08-17-2020	- -		0	3	1	01	01	- -	K	6	00	
504421	FLORES, NICOLE	09	XXX-XX-XXXX	08-17-2020	- -		0	0	4	01	01	- -		6	00	
301095	HERRERA, ISABEL R	09	XXX-XX-XXXX	08-18-2020	09-08-2020	98	0	3	1	01	01	- -	K	2	00	
505381	MARTINEZ, NICOLE R	09	XXX-XX-XXXX	08-17-2020	- -		0	3	1	99	99	- -	K	6	00	
504422	ROCA, BILLY R	09	XXX-XX-XXXX	08-17-2020	- -		0	3	1	01	01	- -	K	6	00	
301085	WALKER, LEIGHANN R	09	XXX-XX-XXXX	08-17-2020	01-12-2021	60	0	0	5	01	01	- -		6	00	
504323	WILSON, ERNEST M	09	XXX-XX-XXXX	08-17-2020	- -		0	3	1	01	01	- -	K	6	00	
505241	GONZALES, TRAVIS N	10	XXX-XX-XXXX	08-17-2020	- -		0	3	1	01	01	- -	K	6	00	BE

To verify bilingual/ESL data, set the **Print Bilingual/ESL Records** parameter to Y, and set all other parameters to blank or N.

Date Run: 2/22/2021 10:32 AM

Cnty-Dist: 031-776

Campus: 101

Student Status By Program Changes

101 School

Sch Year: 2021

Program ID: SRG1200

Page: 1 of 2

PK Enroll Records:

Stu ID	Student Name	Grd	SSN	Entry	Withdraw	Wd Rsn	Elig Cd	PK Program Cd	PK Funding Source	PK Secondary Funding
700247	AGUILAR, EDWARD L	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700284	AMADOR, ZACHARY N	PK	XXX-XX-XXXX	08-17-2020			5	02	2	
700249	AMBRIZ, JOSE B	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700246	BAILEY, DARCY R	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700254	BALBOA, TRAVIS Y	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700300	BOSQUEZ, JOHNNY H	PK	XXX-XX-XXXX	08-17-2020			5	02	2	
700243	CARRILLO, CODY A	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700242	CEARLEY, EMMITT S	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700233	CORONADO, TRISTEN L	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700287	CULBREATH, MIGUEL E	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700283	DELACERDA, CAIRO J	PK	XXX-XX-XXXX	08-17-2020			5	02	2	

To verify PK enrollment, set the **Print PK Enroll Records** parameter to Y, and set all other parameters to blank or N.

Date Run: 2/22/2021 10:34 AM

Cnty-Dist: 031-776

Campus: 101

Student Status By Program Changes

101 School

Sch Year: 2021

Program ID: SRG1200

Page: 1 of 21

Title I Records:

Stu ID	Student Name	Grd	SSN	Entry	Withdraw	Wd Rsn	Title I	Instructional Services				Other Related Services		
								Read Code	Sci Code	Math Cod	Social Code	Guidance Code	Health Code	Soc Wrk Code
700273	DOTSON, GAVIN J	EE	XXX-XX-XXXX	08-17-2020			6							
700210	EGELSTON, ALFRED	EE	XXX-XX-XXXX	08-17-2020			6							
700204	KINDRICK, VINCENT A	EE	XXX-XX-XXXX	08-17-2020			6							
700168	LAWRENCE, EMILY J	EE	XXX-XX-XXXX	08-17-2020			6							
700056	LORES, JAMES J	EE	XXX-XX-XXXX	08-17-2020			6							
700325	MARTINEZ, BRYAN A	EE	XXX-XX-XXXX	10-20-2020			6							
700195	MAYBERRY, ALAYZIAH L	EE	XXX-XX-XXXX	08-17-2020			6							
700193	MENDOZA, NAHE R	EE	XXX-XX-XXXX	08-17-2020			6							

To verify Title I data, set the **Print Title I Records** parameter to Y, and set all other parameters to blank or N.

Date Run: 2/22/2021 10:29 AM		Student Status By Program Changes				Program ID: SRG1200											
Cnty-Dist: 031-776		001 School				Page: 1 of 15											
Campus: 001		Sch Year: 2021															
Enrollment Records:																	
Stu ID	Student Name	Grd	SSN	Orig Entry	Entry	Withdraw	Wd Rsn	Stat	Exclsd	Elig	Trf	Attrib	Camp Res	CTE Elig	US Sch	Eco Dis	Stu Lang
004277	Salas, Sylvia Y	08	XXX-XX-XXXX	02-18-2021	02-18-2021			1		1	01	00		1		00	98
505385	ADAM, CARLOS L	09	XXX-XX-XXXX	08-17-2020	08-17-2020			1		7	01	00		1		00	98
504283	ALEMAN, JOHN N	09	XXX-XX-XXXX	08-17-2020	08-17-2020			1		1	01	00		1		01	98
301083	ALEMAN, KRISTEN L	09	XXX-XX-XXXX	08-17-2020	08-17-2020	01-05-2021	80	1		1	01	00		1		00	98
301013	BAILEY, CARLOS L	09	XXX-XX-XXXX	08-17-2020	08-17-2020	11-09-2020	49	1		1	01	00		1		01	98
503992	BAILEY, DAVID J	09	XXX-XX-XXXX	08-17-2020	08-17-2020			1		1	01	00		1	6	01	01
301102	BAKER, JASMINE J	09	XXX-XX-XXXX	08-17-2020	08-17-2020			1		1	01	00		1		01	98
504122	BALDWIN, COURTNEY R	09	XXX-XX-XXXX	08-17-2020	08-17-2020			1		1	01	00		1		01	98
505260	BALLEJO, OLIVIA A	09	XXX-XX-XXXX	08-17-2020	08-17-2020			1		1	01	00		1		01	98

To verify eligibility, attribution code, campus of residence, and economic disadvantage status, set the **Print Enroll Records** parameter to Y, and set all other parameters to blank or N. The report is run by campus.

At Risk data can be verified by running the following report:

Registration > Reports > Registration Reports > Program > SRG1500 - Student At Risk Listing

Date Run: 9/30/2024 10:47 AM			At Risk Students with Criteria												Program ID: SRG1500		
Cnty-Dist: 555-901			All Campuses												Page: 1 of 414		
			Sch Year: 2024 All At Risk Years														
Student ID	Student Name	At Risk Year	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)	Protective Services	Homeless	Resident Placemnt	Student/ Parent Incarceration	Dsgnd School TEC \$39.0548
Campus: 001 001 School																	
052502	ACOSTA, AVA N.					SSN: XXX-XX-XXXX	Grd Lvl: 10	Active		Dob:04-13-2008	Agg Ethn: H	Sex: M		Last Grd Failed:		Last Year Failed:	
	2014					Y											
	2015					Y											
	2016					Y											
	2017					Y											
	2019				Y												
	2020				Y												
	2021				Y												
	2022		Y		Y												
	2023				Y												

SRG1500 is required for state compensatory audits.

- You must enter a year for the **At Risk Year (Ending School Year)** parameter to print district and campus cumulative counts for all indicators.
- Leave the **Campus ID** parameter blank to obtain district cumulative counts. Campus totals are displayed at the end of each campus.

- District totals are displayed at the end of the report.

Registration > Reports > Registration Reports > Program > SRG1600 - Student At Risk Profile

TEXAS ISD At Risk Student Profile									
Campus: 001 001 School									
XXX-XX-XXXX	012606	Adams	Naviyah	R	07-20-2006	11	2024	08-30-2023	
SSN	Student ID	Last Name	First Name	MI	DOB	Grade	School Year	Cr Yr Enroll Dt	
Student Performance/Identification Criteria									
PK-3rd Grade Criteria		2023 STAAR Scores		Core Subject Grades (7-12 only) Previous Semester		Core Subject Grades (7-12 only) Current Semester			
Readiness Score _____	STAAR - Reading _____	Math _____	Math _____						
Readiness Test Date _____	STAAR - Math _____	Science _____	Science _____						
Other _____	STAAR - Writing _____	ELA _____	ELA _____						
	STAAR - Social Studies _____	Social Studies _____	Social Studies _____						
	STAAR - Science _____								
At Risk Criteria					Documentation				
Place a "Y" in the box for each question answered "Yes". A "Yes" response to any question qualifies the student as "At Risk".					Check all that apply. Documentation for each applicable item must be kept in student's At Risk Folder.				
1. Was not advanced from one grade to the next for one or more school years?					☐ Grade Record				
2. Failed 2 or more core subjects during a semester in preceding or current school year or is not maintaining a 70 in 2 or more subjects in the current semester? (Grades 7-12)					☐ Grade Record of failure list				
3. Did not perform satisfactorily on state assessment? Or has failed STAAR/TAKS in prior year and currently has passed; however, has not passed by the 110% Rule? (please circle)					☐ Copy of STAAR/TAKS or EOC reports (2022, 2023 only)				
4. Did not perform satisfactorily on Readiness Test? (PK-3rd Grade)					☐ Copy of Readiness (PK-3rd Grade)				
5. Is pregnant or is a parent?					☐ Copy of Doctor's report confirming pregnancy or records providing parenthood				
6. Is/Was in AEP (preceding or current year)? Section 37.006					☐ Copy of hearing records indicating placement in AEP due to appropriate cause				
7. Is/Was expelled in preceding or current school year? Section 37.007					☐ Copy of expulsion records indicating cause of expulsion				
8. Is currently on parole, probation, deferred prosecution, or other conditional release?					☐ Copy of legal document confirming parole, probation, deferred				

(Optional) SRG1600 displays at-risk criteria per student. One page is printed per student.

Local program data can be verified by running the following report:

Registration > Reports > Registration Reports > Program > SRG1900 - Local Program Enrollment Count

Date Run: 9/30/2024 11:00 AM

Cnty-Dist: 555-901

Campus: ALL

As-of Date: 09/30/2024

Local Prgm Code: DYS

Local Program Enrollment

TEXAS ISD

Sch Year: 2024

Program ID: SRG1900

Page: 1 of 4

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
ESPINOZA, ALEXANDER LUCIANO MARTINEZ	09	042667	XXX-XX-XXXX	001	08/19/2009	1	00	08/22/2023							
Gendreau, Judan MARIE	09	052812	XXX-XX-XXXX	001	01/05/2009	1	00	08/14/2023							
GONZALES, KRATOS Nohemi	09	042617	XXX-XX-XXXX	001	07/10/2008	1	00	08/14/2023							
Hagen, JULYSSA CANE CHRISTIAN	09	012598	XXX-XX-XXXX	001	07/13/2006	1	00	08/23/2023							
LUNA, ZENADIA ANDRIANA	09	052508	XXX-XX-XXXX	001	07/24/2008	1	00	08/16/2023							
MARTINEZ, MEGAN JASLINE	09	031871	XXX-XX-XXXX	001	07/01/2009	1	00	08/15/2023							
Rodela, MARIO JOEL	09	042611	XXX-XX-XXXX	001	06/11/2009	1	00	08/14/2023							
SANTILLANES, NATALIE NICOLE	09	042569	XXX-XX-XXXX	001	02/10/2009	1	00	08/14/2023							
BURNS, YALEXI May	10	042499	XXX-XX-XXXX	001	10/16/2006	1	00	08/25/2023							
JONES, ETHAN ANN	10	042433	XXX-XX-XXXX	001	11/18/2007	1	00	08/14/2023							
Kabatumbi, GABRIELA Kirsten	10	052589	XXX-XX-XXXX	001	02/01/2008	1	00	08/14/2023							
MANUEL, CYDNEII ULYISSA	10	012600	XXX-XX-XXXX	001	06/13/2007	1	00	08/21/2023							
Perez Penton, JOSE	10	052543	XXX-XX-XXXX	001	11/16/2007	1	00	08/14/2023							
RIVERA, CharNese MICHAEL	10	042371	XXX-XX-XXXX	001	08/07/2008	1	00	08/14/2023							
Ali, Briella	11	012557	XXX-XX-XXXX	001	03/10/2007	1	00	08/14/2023							
Richardson, MARCUS Rochelle	11	042338	XXX-XX-XXXX	001	08/21/2007	1	00	08/14/2023							
Rubalcaba, MEGAN MONTES	11	052443	XXX-XX-XXXX	001	01/11/2007	1	00	08/14/2023							
VILLEGAS, BRANDEN La'Montrel	11	012562	XXX-XX-XXXX	001	04/11/2007	1	00	08/14/2023							
CARMONA, JOSE ANTONIO	12	052292	XXX-XX-XXXX	001	11/05/2005	1	00	08/14/2023							
FIERRO, Callie GERARDO	12	052180	XXX-XX-XXXX	001	05/11/2006	1	00	08/14/2023							
HERNANDEZ, ANTHONY Alexander	12	042279	XXX-XX-XXXX	001	08/14/2006	1	00	08/14/2023							
LOPEZ SOTO, ARIANA MANUEL	12	042209	XXX-XX-XXXX	001	02/23/2006	1	00	08/14/2023							
Total Count for Campus 001:	22														

Set the **Local Program Code** parameter to the code for the specific local program. Run the report for each local program code.

NOTE: The following Local Program codes are reported in the Fall PEIMS Submission: Dyslexia (DYS), Early College High School (ECHS), Individual Graduation Committee (IGC), Intervention Strategy (INT), Pathways in Technology (P-TECH), 504 and Texas Science, Technology, Engineering, and Mathematics (T-STEM).

Registration > Reports > Registration Reports > Student > SRG1800 - Enrollment by District of Residence

Date Run:	9/30/2024 11:09 AM	Enrollment by District of Residence	Program ID:	SRG1800			
Cnty-Dist:	555-901	School Year: 2024	Page:	1 of 155			
Campus:	All	Campuses 001, 007, 040, 041, 101, 102, 104, 698					
Cycle:	1						
District of Residence: Blank							
Student Id	Student Name	Grade	Dt Entry	Dt Withdraw	Wd Cd	Track	Status
Campus: 001							
042574	ABBOTT, Weston JEAN	09	08/14/2023			01	Active
052502	ACOSTA, AVA NATHANIEL	10	08/14/2023			01	Active
031894	ACOSTA, NATALIE Theodore	10	08/14/2023			01	Active
052125	ACOSTA, NAVAYA Mia	12	08/14/2023			01	Active
042337	ACOSTA, QUINTEN	11	08/14/2023			01	Active
053412	ACOSTA, YADIRA LORENZO	09	08/14/2023			01	Active

SRG1800 provides a list of students who were enrolled during the selected attendance

cycle, grouped by district of residence. Use the report to verify campus ID of residence (CIR).

The report is sorted by campus ID of residence (CIR). If the **Exclude Blank District Of Residence Detail** parameter is blank or N, all students with a blank CIR are listed at the beginning of the report. Summary totals by CIR are listed at the end of the report.

- [Registration > Maintenance > Student Enrollment > Demo1](#)

Reported Elements from Demo1: are reported in the following:

[StudentEducationOrganizationAssociation Entity](#)

[StudentSchoolAssociation Entity](#)

[PriorYearLeaver Entity](#)

[Student Entity](#)

- [Registration > Maintenance > Student Enrollment > Demo2](#)

Reported Elements from Demo2: reported in the [Student Entity](#).

☐ Update census block data.

1. Create a file for the purposes of assigning a Census Block GEO ID.

[Registration > Utilities > TEA Census Block > Export Address](#)

IMPORTANT: This utility must be run in the **Firefox browser**. This utility allows you to create a file for the purposes of assigning a Census Block GEO ID.

NOTE: Users will use the **Census Block Group Tool** to look up a census block number for a single address, or upload a .CSV file with multiple addresses to which the system applies a census block number. For additional information and instructions on how to download the Census Block Group Tool, login to the TSDS Portal (TEA Login (TEAL)) and refer to the **TSDS Census Block Group Tool User Guide** PDF.

☐ Click **Missing/Invalid Data Report**.

A report opens that provides a list of students not eligible for the census block export due to errors.

Students are included on the report if they are ineligible due to any of the following conditions:

- **Blank UID** - The column displays **Yes** for students with a blank Texas Unique Student ID.
- **Homeless** - The column displays **Yes** if the student is homeless.
- **Invalid Address** - The column displays **Yes** if the student has an invalid physical address.
- **ADA Eligibility** - The column displays **Yes** if the student's code is 0, 4, 5, or 8 (by PEIMS As-of date). The student's code must be 1, 2, 3, 6, 7, or 9 (as of the PEIMS date).

☐ Click **Execute**.

A .csv file is generated that can be exported to the TEA to obtain census block data for eligible students who do not have it. The file contains the student's Texas Unique Student ID and physical address (street number and name, city, state, and zip code).

IMPORTANT: The TEA-calculated file must complete in text format and must be

saved **Save as Type** .CSV (comma delimited) to import.

2. [Import file to assign Census Block GEO ID to eligible students.](#)

[Registration > Utilities > TEA Census Block > Import Census Block](#)

IMPORTANT: This utility must be run in the Firefox browser. This utility allows you to import a .csv file of Census Block GEO ID to assign the Census Block data to eligible students. This automatically populates the **Student Census Block** field on [Registration > Maintenance > Student Enrollment > Demo2](#).

- ☐ Save the file as a .csv file with a unique name (e.g., ASCENDERISD_CENSUS_BLOCK.csv).
- ☐ Click **Browse** to locate and select the .csv file provided by the TEA.
- ☐ Click **Import**.

Records are created in the census block table that contain the student's social security number and GEO ID.

- ☐ Click **Print Report** to view the file and any errors. The number of records updated or inserted in the census block table is also included.

NOTE:

This process also applies if you changed the address for one or several students, putting them into a different block:

- ☐ Add the student(s) to TEA spreadsheet and calculate.
- ☐ Created a new TEA .csv with only that one student (or several students).
- ☐ Import the file.

- [Registration > Maintenance > Student Enrollment > Demo3](#)

DEMO1 DEMO2 **DEMO3** GRADUATION AT RISK CONTACT WIR ENROLL SPEC ED G/T BI/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: ☐ ☒

Military Enlistment: ☐ ☒

Homeless Status

Delete	Descriptor	Begin Date	End Date
No Rows			

[Add](#)

Early Reading Indicator

Delete	Descriptor	Begin Date	End Date
not applicable			

CTE Program Service

Day Care CTE Support Service: ☐ Career and Technology Ind:

Delete	Campus	Descriptor	Begin Date	End Date
no rows				

[Add](#)

Unaccompanied Youth

Delete	Descriptor	Begin Date	End Date
no rows			

[Add](#)

Unschooling Asylee Refugee

Delete	Descriptor	Begin Date	End Date
no rows			

[Add](#)

Truancy Indicators

Excessive Unexcused Absence: ☐ Campus: Date:

Truancy Prevention Measure: ☐ Campus: Date:

Truancy Complaint Filed: ☐ Campus: Date:

Dyslexia

Delete	Details	Entry Date	Exit Date	Reason	Risk	Excp Rsn	No Svcs	IEP	SBEC	Sec 39.023
Add										

DAP Advanced Measures

Advanced Measure 1: ☐ ☒ Advanced Measure 2: ☐ ☒ Advanced Measure 3: ☐ ☒ Advanced Measure 4: ☐ ☒

Entry Date:

Exit Date:

Reason:

Dyslexia Risk:

Screening Exception Reason:

No Services: ☐

IEP/Sec 504 Services: ☐

SBEC/Trained Staff: ☐

Section 39.023 Mods: ☐

Reported Elements from Demo3: reported in the [StudentEducationOrganizationAsociation Entity](#)

- [Registration > Maintenance > Student Enrollment > Graduation](#)

DEMO1	DEMO2	DEMO3	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL	TITLE I	PRS	LOCAL PROGRAMS																
Graduation Graduation Type: 34 Graduation Date: 05-26-2023 AAR Grad Plan: FHS Program Texas Grant Eligibility: Cert of CrsWrk Date Completed: -- College Entry: ☐ Cpr Date Completed: -- Speech Date Completed: -- Peace Officer Interact Date Completed: -- Texas First Early HS Completion Pgm: 02 Financial Aid Application Status: Met Dates: --																												
Foundation High School Program College Career Instruction: ☐ Foundation Crswrk: 1 Distinguished Crswrk: 0 STEM: 0 Date Completed: -- Public Services: 1 Date Completed: -- Business and Industry: 0 Date Completed: -- Multi Disciplinary Studies: 0 Date Completed: -- Arts and Humanities: 0 Date Completed: --																												
Industry Based Certification <table border="1"> <thead> <tr> <th>Delete</th> <th>Certification</th> <th>Date Taken</th> <th>Result</th> <th>Exam Fee</th> <th>Vendor Nbr</th> <th>Reimburse</th> <th>Enrolled</th> </tr> </thead> <tbody> <tr> <td colspan="8">no rows</td> </tr> </tbody> </table> Add													Delete	Certification	Date Taken	Result	Exam Fee	Vendor Nbr	Reimburse	Enrolled	no rows							
Delete	Certification	Date Taken	Result	Exam Fee	Vendor Nbr	Reimburse	Enrolled																					
no rows																												

Reported Elements from Graduation: reported in the [StudentAcademicRecord Entity](#).

- [Registration > Maintenance > Student Enrollment > At Risk](#)

DEMO1	DEMO2	DEMO3	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED																
At-Risk: ☐ Begin Date: -- PEIMS at-risk criteria: <table> <tbody> <tr> <td>☐ 1. Not promoted for one or more school years</td> <td>☐</td> </tr> <tr> <td>☐ 2. Did not maintain avg of 70 in 2 or more subject (07-12)</td> <td>☐</td> </tr> <tr> <td>☐ 3. Unsatisfactory performance on assessment instrument</td> <td>☐</td> </tr> <tr> <td>☐ 4. Unsatisfactory performance on readiness test (PK - 03)</td> <td>☐</td> </tr> <tr> <td>☐ 5. Pregnant/parent</td> <td>☐</td> </tr> <tr> <td>☐ 6. Placed in a DAEP (TEC37.006)</td> <td>☐</td> </tr> <tr> <td>☐ 7. Expelled (TEC37.007)</td> <td>☐</td> </tr> <tr> <td>☐ 8. On parole,probation,deferred prosecution or other conditional release</td> <td>☐</td> </tr> </tbody> </table>								☐ 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	☐	☐ 4. Unsatisfactory performance on readiness test (PK - 03)	☐	☐ 5. Pregnant/parent	☐	☐ 6. Placed in a DAEP (TEC37.006)	☐	☐ 7. Expelled (TEC37.007)	☐	☐ 8. On parole,probation,deferred prosecution or other conditional release	☐
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☐ 4. Unsatisfactory performance on readiness test (PK - 03)	☐																						
☐ 5. Pregnant/parent	☐																						
☐ 6. Placed in a DAEP (TEC37.006)	☐																						
☐ 7. Expelled (TEC37.007)	☐																						
☐ 8. On parole,probation,deferred prosecution or other conditional release	☐																						

You can use the Set Student At Risk Indicators utility to set at-risk indicators for Submission 1:

1. Go to **Registration > Utilities > Set Student At Risk Indicators**.

2. Select the campus, and set the **As-of Date** field to the last Friday of October.

3. Click **Execute**.

- When the utility is run, the following PEIMS at-risk criteria fields on **Registration > Maintenance > Student Enrollment > At Risk** are set or changed:
 - **2. Did not maintain avg of 70 in 2 or more subjects (07-12)**
 - **3. Not promoted for one or more school years**
 - **4. Unsatisfactory performance on assessment instrument**
 - **5. Pregnant/parent**
 - **6. Placed in a DAEP (TEC37.006)**
 - **7. Expelled (TEC37.007)**
 - **11. Is in the custody or care of the DFPS or has been referred to DFPS**
 - **12. Homeless**
- The following PEIMS at-risk criteria fields must be manually maintained:
 - **1. 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.**

If any of these fields are selected, the **At-Risk** indicator is not cleared by the utility.

- The following PEIMS at-risk criteria fields are automatically set by the program:
 - **3. Not promoted for one or more school years** - This indicator is selected if the student did not advance from one grade level to the next for one or more school years. (Note that grade levels EE and KG are excluded; KG must manually be entered.) If selected, the **Last Grade Failed** and **Last Year Failed** fields on the At Risk tab also display data.
 - **10. EB** - This field is selected if the student has an EB row on the Bil/ESL tab.

See online Help for additional information.

Reported Elements from At Risk: reported in the [StudentEducationOrganizationAssociation Entity](#).

- [Registration > Maintenance > Student Enrollment > SpecEd](#)

DEMO1	DEMO2	DEMO3	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL	TITLE I	PRS	LOCAL PROGRAMS	PK ENROLL	FORMS		
Delete	Campus	Entry Date	Exit Date	Reason	Prim Dis	Sec Dis	Tert Dis	Multi Dis	Medical Fragile	Instrl Set	Child Cnt Fund	CTE Elig	Speech	RDSPD	RDSPD Dist Of Svc	Asst Tech
	001	04-06-2024	--		+33	04				00		☒	0	0	--	

Scroll to the right:

CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL	TITLE I	PRS	LOCAL PROGRAMS	PK ENROLL	FORMS					
Services														
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
		☐						☐						

Reported Elements from SpecEd: reported in the [SpecialEducationProgramReportingPeriodAttendance](#) Entity.

- [Registration > Maintenance > Student Enrollment > G/T](#)

DEMO1	DEMO2	DEMO3	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T
Delete	Campus	Entry Date	Exit Date	Reason	Gift/Talent			
	001	08-14-2024	--		+33 ☒			

Reported Elements from G/T: reported in the [StudentEducationOrganizationAssociation](#) Entity.

- [Registration > Maintenance > Student Enrollment > Bil/ESL](#)

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

Delete	Details	Campus	Entry Date	Exit Date	Reason	BIL Type	ESL Type	EB Cd	Par Perm Cd	BIL/ESL Fund Cd	Alt Lang Cd
		001	--	--		0	0	1			00

+ Add

Yrs US Sch: Date HLS Admin:

Campus: Bilingual: OLPT English Test Type: OLPT Spanish Test Type:
 Entry Date: ESL: Date: Date:
 Exit Date: EB Cd: Score: Score:
 Reason: Par Perm Cd: Reason:

BIL/ESL Fund Cd: Alt Lang Cd:

Home Language

Delete	Descriptor	Begin Date	End Date
	98	08-14-2023	09-20-23
		--	--

+ Add

Student Language

Delete	Descriptor	Begin Date	End Date
	98	08-14-2023	--

+ Add

Reported Elements from Bil/ESL: reported in the following:

[PriorYearLeaver Entity](#)

[StudentEducationOrganizationAssociation Entity](#)

[StudentLanguageInstructionProgramAssociation Entity](#)

- [Registration > Maintenance > Student Enrollment > Title I](#)

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	Title I
		001	08-14-2023	--		6

+ Add

Campus: Wdraw Reason:
 Title I Entry Date: Title I Code:
 Title I Exit Date:

- If **Schoolwide Title I** is selected on **Attendance > Maintenance > Campus > Campus Options** (indicating campus-wide Title I), a Title I record is automatically created with code 6 for all students at the campus.
- All students attending a Title I, Part A Schoolwide Program School must be reported with code 6.

Reported Elements from Title I: reported in the [StudentTitleIPartAProgramAssociation Entity](#).

- [Registration > Maintenance > Student Enrollment > Local Programs](#)

The screenshot displays the 'LOCAL PROGRAMS' interface. It features two main sections: 'Local Programs for TEA' and 'Other Local Programs'. Both sections contain a table with the following columns: Delete, Campus, Entry Date, Exit Date, Reason, Local Program, TEA Code, Code 1, Code 2, Code 3, and Code 4. The 'Other Local Programs' section shows a single row with the following values: 001, 08-10-2022, RTI. The interface includes a navigation bar at the top with tabs for DEMO1, DEMO2, DEMO3, GRADUATION, AT RISK, CONTACT, W/R ENROLL, SPEC ED, G/T, BIL/ESL, TITLE I, PRS, and LOCAL PROGRAMS. The 'LOCAL PROGRAMS' tab is currently selected.

If the student is enrolled in the program, the **Other Spc Pgms** field will be set to the district-defined code for the program.

For a student to be enrolled in a local program, the program must be set up at the district level on **Registration > Maintenance > District Profile > Local Program Codes**. Then, the program must be selected at the campus level on **Registration > Maintenance > Campus Profile > Campus Local Program Codes** to make it available at the campus.

Reported Elements from Local Programs: reported in the [StudentEducationOrganizationAssociation Entity](#).

- [Registration > Maintenance > Student Enrollment > PK Enroll](#)

The PK Enroll tab is only enabled to campuses that serve grade level PK as indicated in the grade level range specified on **Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info**.

If a student transfers to a different campus within the district, you must manually create the PK enrollment record at the new campus. You can only create PK enrollment records for PK students.

Refer to the charts in the TWEDS for additional information about student codes.

Reported Elements from PK Enroll: reported in the [StudentEducationOrganizationAssociation Entity](#).

Graduates, Leavers, & No Shows:

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 the leaver reason code table (C162).

A **No Show** is a student who did not withdraw last year but is not attending this year.

Ensure that all data is accurate for graduates, leavers, and No Shows.

- If the student has a prior year leaver tracking record only, update the existing record; do not add a new record. This record is extracted.
- If the student has a current year No Show record only, update the No Show record once the correct code is determined. You do not need to create a record on the Prior Year Leaver Tracking page. The No Show record is extracted unless the student has a re-entry date within the school start window.
- If a student has a prior year leaver tracking record and a current year No Show record, only the leaver record is extracted. Update only the leaver record; do not add a new leaver record. Do not update the current year No Show record.

NOTE:

Leaver data is reported for all students who were in grade level 7-12 in the prior year and were withdrawn or No Show in the current year, except for those who earned a GED, enrolled in another district in the school-start window, or were otherwise accounted for.

Graduation data is reported for all students who graduated during the prior school year, including summer graduates up through August 31.

Special Education

- [Special Education Reports](#)

Special education data can be verified by running the following reports:

Special Education > Reports > Student Sp Ed > Program > SEM0850 - PEIMS Verification List

Date Run: 9/30/2024 8:31 AM
 Cnty-Dist: 555-901 TEXAS ISD
 Campus: 001
 As-of Date: 08/05/2024

Special Education PEIMS Verification Listing
 001 School
 Sch Year: 2024

Program ID: SEM0850
 Page: 1 of 3

Student ID	Student Name	SSN	GRD	Sex	Aggr Ethn	Birth Date	Elig Cd	Disability Pri / Sec / Ter	INSTR SET	SP THY	Multi Disab	Child Cnt Funding	IEP Cnt Ind	Early Childhd	Reg Day Sch	PPCD	PPCD Svc Loc
052758	ACOSTA-VILLALOBOS, IVANA J.	xxx-xx-xxxx	09	F	W	12-04-08	1	06 / 00	42	0	0	3	N	0	0	0	0
052568	AGUILAR, Cha'Miah A.	xxx-xx-xxxx	09	M	H	08-24-09	1	08	40	0	0	3	N	0	0	0	0
052719	BASSHAM, CHAYSE A.	xxx-xx-xxxx	09	F	W	08-04-08	1	03 / 09	41	2	0	3	N	0	0	0	0
052779	FLORES, Landon R.	xxx-xx-xxxx	09	M	H	03-14-09	1	08	40	0	0	3	N	0	0	0	0
042768	HILL, JOSHUA M.	xxx-xx-xxxx	09	M	H	07-19-07	1	06	42	0	0	3	N	0	0	0	0
042274	JACKSON, BRENNNA	xxx-xx-xxxx	09	M	H	03-28-08	1	06	40	0	0	3	N	0	0	0	0
052828	LEYVA, Yanitza R.	xxx-xx-xxxx	09	M	H	07-08-09	1	08	40	0	0	3	N	0	0	0	0
042533	LOPEZ, ANAHI G.	xxx-xx-xxxx	09	F	H	05-07-08	1	08 / 00	40	0	0	3	N	0	0	0	0
052480	LOPEZ, MARTA N.	xxx-xx-xxxx	09	M	W	06-15-09	1	10 / 09	41	2	0	3	N	0	0	0	0

SEM0850 allows you to verify disability, speech therapy indicator, Child Count Funding, Early Childhood indicator, Regional Day School for the Deaf, and PPCD. The **As-of Date** parameter must be set to the fall snapshot date.

- [Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information](#)

DEMOGRAPHIC DATA	PROGRAM INFORMATION	DATES	CHILD RESTRAINT	INSTRUCTORS
Program Information				
Secondary Disability:			Adaptive PE:	☐
Tertiary Disability:			Weekly Spec ED Instruction Time:	
Multi Disability:	☐		Vocational Education:	
Child Count Funding Code:	3		IEP Services Initiated:	--
Early Childhood Intervention:	☐		Print Profile:	☒
Preschool Program (PPCD):	☐		Non-Public School Name:	
PPCD Service Location Code:			Medicaid Eligible:	☐
Intellectual Disability Code:			TX Medicaid ID:	
FIE Report Date:	03-08-2023			

Reported Elements from Program Information: reported in the [StudentSpecialEducationProgramAssociation Entity](#).

III. Build and update crosswalk tables

- [Build and update crosswalk tables.](#)

[Grade Reporting > Maintenance > Tables > TSDS Crosswalks](#)

Build and update any necessary crosswalk tables. For Submission 1, the following tables can be used:

Staff:

- 042 - Responsibilities - From Campus/Period to Minutes
- 043 - Responsibilities - From Campus/Service ID to Minutes
- 044 - PE Responsibilities - Campus/Crs/Sec (not available for Business-only users)

Crosswalks are retained from year to year. If tables exist from prior years, ensure that they are up to date.

Staff Responsibilities 042 and 043 Notes:

Crosswalk tables allow you to define periods and service IDs and used to calculate monthly minutes. Using crosswalks is recommended, particularly for campuses that use a modified block schedule.

The service ID and period at the campus must be unique in the table. You can only create one record per period per campus in each crosswalk table, and you can only create one record per service ID per campus in each table.

If you use crosswalk tables to calculate instructional minutes, leave the **Time Begin** and **Time End** fields blank on **Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section** for each section at the campus. When the fields are blank, the crosswalk tables are used.

You can enter **Time Begin** and **Time End** for some sections and leave others blank.

The staff responsibility extract will always use data from the section record if it exists, even if a crosswalk exists.

If the **Time Begin** and **Time End** fields are blank, the extract program looks at the *Responsibilities - From Campus/Service ID to Minutes* crosswalk. If that crosswalk is blank, the program looks at the *Responsibilities - From Campus/Period to Minutes* crosswalk.

The monthly minutes value is calculated as follows:

(Number of minutes of the class (period)) x (number of days in the week the class meets)

x (Number of weeks in the month the class meets)

Examples:

A class taught for one hour every day:

(60 minutes of the class) x (5 days per week) x (4 weeks per month) = 1200

A class taught for one hour three times per week:

(60 minutes of the class) x (3 days per week) x (4 weeks per month) = 720

Note that four weeks per month is the default, because there are generally four weeks prior to the fall snapshot date.

Create 042 - Responsibilities - From Campus/Period to Minutes crosswalk:

Delete	Row Nbr	From	To
	1	00101	00920
	2	00102	00920
	3	00103	00920
	4	00104	00920
	5	00105	00920
	6	00106	00920

☐ In the **Crosswalk Table** field, select *042-Responsibilities - From Campus/Period to Minutes*.

☐ Any existing data is displayed. Add and delete data as needed.

- 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., 000940).

☐ Click **Save**.

Block Schedule Example (A/B bell schedule):

Save

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

Retrieve

Print

Delete	Row Nbr	▲ <u>From</u>	<u>To</u>
	1	00101	00850
	2	00102	00850
	3	00103	00850
	4	00104	00850
	5	00105	00850
	6	00106	00850

A Day: Periods are 1-4. In weeks 1 and 3, classes meet 3 days per week. In weeks 2 and 4, classes meet 2 days per week.

B Day: Periods are 5-8. In weeks 1 and 3, classes meet 2 days per week. In weeks 2 and 4, classes meet 3 days per week.

Classes are 85 minutes each day.

Monthly minutes calculation:

$(85 \times 3 \text{ days} \times 2 \text{ weeks}) + (85 \times 2 \text{ days} \times 2 \text{ weeks})$

$85 \times 5 \times 2 = 850 \text{ minutes}$

Create 043 - Responsibilities - From Campus/Service ID to Minutes crosswalk:

Save

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

Retrieve

Print

Delete	Row Nbr	▲ <u>From</u>	<u>To</u>
	1	10102530003	00900
	2	10102630010	02400
	3	10102640010	01800
	4	10102650100	00900
	5	10102660010	00900
	6		

☐ In the **Crosswalk Table** field, select *043-Responsibilities - From Campus/Service ID to Minutes*. Click **Retrieve**.

☐ Any existing data is displayed. Add and delete data as needed.

- In the **From** field, type the three-digit campus ID and the service ID (e.g., 10102010000).
- In the **To** field, type the monthly minutes value. Zero-fill the value to five digits (e.g., 04800).

☐ Click **Save**.

Create 044 - PE Responsibilities - Campus/Crs/Sec crosswalk:

This crosswalk allows you to enter the number of days and minutes in which the PE teacher provides physical education instruction each week at the campus for the four weeks in October that include the last Friday in October. This is required for all teachers of record for course-sections associated with the following physical education (PE) service IDs:

02530002
02530003
02530004
02530005
02530006
02530007
02530008
02850000
03823000
82210XXX
82931XXX
83210XXX
84200XXX
PES00051
PES00053
PES00056

All districts will use this crosswalk, except 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.

Important: Minutes for any holidays should be included.

NOTE:

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 Personnel, 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.

Row Nbr	From	Day Week 1	Mins Week 1	Day Week 2	Mins Week 2	Day Week 3	Mins Week 3	Day Week 4	Mins Week 4
1	001500801	5	230	5	230	5	230	5	230
2	001510501	5	230	5	230	5	230	5	230
3	001550005	5	230	5	230	5	230	5	230
4	001982901	5	230	5	230	5	230	5	230
5	001982908	5	230	5	230	5	230	5	230
6	001984301	5	230	5	230	5	230	5	230

☐ 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.

IV. Appendix

- [College, Career, and Military Readiness \(CCMR\) Verification:](#)

Use the following to verify that CCMR is coded correctly:

Element(s)	PEIMS Report(s)
Military Enlistment Indicator Code (E1589)	PDM1-124-007
Graduation Type Code (E0806)	PDM1-124-004 PDM1-120-018

Element(s)	PEIMS Report(s)
Post Secondary Certification Licensure Code (E1640) Distinguished level of Achievement (E1542) Endorsements (E1544-E1548)	PDM1-120-018
Special Education Indicator (E0794)	PDM1-120-012
Associates Degree (E1596)	PDM1-124-004 PDM1-120-016



Back Cover