



## **PEIMS Fall Enrollment Submission (Work In Progress)**



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# PEIMS Fall Enrollment Submission (Work In Progress)

**Created:** 08/14/2026

**Reviewed:** In Progress

**Revised:** In Progress

The **PEIMS Fall Enrollment Submission** (Submission 6) includes (1) all students enrolled on the first Friday in October whether or not this is a day of instruction, with their Special Education program determination, or (2) students in grades 7-12 enrolled at any point during the school start window (first day of school through the last Friday in September). All LEAs report data for the PEIMS Fall Enrollment Submission.



**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.

[TIP: How to review, save or print a report.](#)

## Review the report using the following buttons:

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.



## The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

## I. 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.

## II. Education Organization

The **Education Organization** domain provides information about any public school, charter, education service center, organization or agency.

| Entity               | Data Elements                                                                                                                                   |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| LocalEducationAgency | <ul style="list-style-type: none"> <li>• NameOfInstitution</li> <li>• LocalEducationAgencyId</li> <li>• LocalEducationAgencyCategory</li> </ul> |
| School               | <ul style="list-style-type: none"> <li>• NameOfInstitution</li> <li>• SchoolId</li> <li>• GradeLevel</li> </ul>                                 |

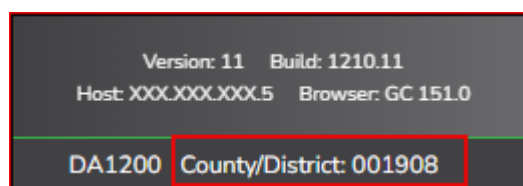
Use the following screen to verify the **LocalEducationAgency** entity data.

***District Administration > Tables > District Information > District Name / Address***

**NameOfInstitution** is promoted from AskTED.

**LocalEducationAgencyCategory** is labeled **District Type**.

- If District Type is **I - Independent**, system exports **01 - School District**.
- If District Type is **C - Charter**, system exports **02 - Charter**.



The **LocalEducationAgencyId** is stored in the database and cannot be edited. It is your local County/District number and can be viewed in the bottom left corner of your ASCENDER screen.

Use the following screens to verify the **School** entity data.

***District Administration > Tables > District Information > Campus Name / Address***

Year: 20 [Retrieve] [Save]

DISTRICT NAME / ADDRESS CAMPUS NAME / ADDRESS PAYROLL FREQUENCIES REPORTING CONTACT SHARED SERVICES ARRANGEMENT

Campus: 001 - 001 School [Retrieve] [Add] [Delete] [Print]

Campus ID: 001

Campus Name: 001 School

Street Nbr: 6BC5D8E5E Street Name: 001 Street

City: Alamo City State: TX - Texas Zip: 46119

Phone: (555) 675-6269 Fax: (555) 675-5893

Exclude from reporting to TEA: ☐

SYBASE-RELEASE FOR TESTING ONLY

DA1200 County/District: 001908 Session Timer: 236 min and 33 sec

**NameOfInstitution** is promoted from AskTED.

**SchoolId** is a combination of the LocalEducationAgencyId and Campus ID without leading zeros.  
Example:

- LocalEducationAgencyId = 001908
- Campus ID = 001
- SchoolId = 1908001

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

Campus ID: 001 [Retrieve]

DEMOGRAPHIC INFO CONTROL INFO PRINCIPAL/COUNSELOR

Low Grade Level: 09 High Grade Level: 12

Accreditation: Texas Education Agency

College Board Campus Code Number: 442015

Default Track: 01

Exclude from District Reporting: ☐

School Type: High School

### III. School Calendar

The **School Calendar** domain provides the specific calendar information for a particular school. TEA uses the Calendar data to determine the first day of school to promote student and other data to the data marts. It is dependent on the **Education Organization** domain.

| Entity   | Data Element                                                                                                   |
|----------|----------------------------------------------------------------------------------------------------------------|
| Calendar | <ul style="list-style-type: none"> <li>• SchoolYear</li> <li>• CalendarCode</li> <li>• CalendarType</li> </ul> |

Use the following report to verify **School Calendar** data.

#### [Registration > Reports > Registration Reports > Program > SRG0100 - Campus Information Report](#)

Date Run:  School Year: 20- Program ID: SRG0100  
 Cnty-Dist: 001-908 Page: 13 of 14  
 Campus: 001

Attendance Campus Maintenance  
 Campus Calendar  
 Track: 01  
 REGULAR

Instructional Program Type: 01 Standard Program - 75600 Operational Minutes (Includes Full-time virtual campus with its own CDCN) (Does not include Pre-Kindergarten Programs/Grades)

| Rptg Period   | Begin Date | Mem Days | Shrtnd Mem Waiver Day | Non Mem Waiver Day | Daily Min (DM) | Waiver Min (WM) |
|---------------|------------|----------|-----------------------|--------------------|----------------|-----------------|
| 1             | 08/05/20   | 32       | 0                     | 0                  | 13,770         | 0               |
| 2             | 09/21/20   | 28       | 0                     | 0                  | 11,930         | 0               |
| 3             | 11/02/20   | 29       | 0                     | 0                  | 12,390         | 0               |
| 4             | 01/05/20   | 27       | 0                     | 0                  | 11,280         | 0               |
| 5             | 02/16/20   | 28       | 0                     | 0                  | 12,310         | 0               |
| 6             | 04/05/20   | 35       | 0                     | 0                  | 15,340         | 0               |
| <b>Total:</b> |            | 179      | 0                     | 0                  | 77,020         | 0               |

First Day of School : 08/05/20 Daily Minutes : 460  
 Last Day of School : 05/21/20 Shortened Daily Minutes : 270

Yearly Total Minutes(DM+WM) : 77,020

Warning! Yearly Total Mins (DM+WM) must meet TEA guideline about minutes of operation.

Legend:  
 B Begin School  
 Membership  
 C Begin Cycle  
 H Holiday  
 W Weekend  
 E End Of School  
 I In Service  
 F Weather  
 M Make-up  
 A Adjust Minutes  
 V Waiver

Use the following screen to update **School Calendar** data.

#### [Attendance > Maintenance > Campus > Campus Options](#)

Save Student Information School Year: 20-20 Campus 001: 001 School

Track: 01 RE Description: REGULAR Retrieve Add

Campus Options

Instructional Program Type: 01 Standard Program - 75600 Operational Minutes

Grading Cycle Type: 6 2 Semesters 6 Weeks

AM/PM Flag: 1 ADA Attendance taken in A.M.

ADA Posting Period: 02

1st Period Nbr: 01

Last Period Nbr: 08

Nbr of Periods: 08

Alternate Days

Code:

Delete Details Code

+ Add



## IV. Alternative and Supplemental Services

| Entity  | Data Element  |
|---------|---------------|
| Program | • ProgramType |

Only **Program Type 33 - Special Education** is reported for this submission. This data element is stored in the backend tables and only reported if any Special Education students are reported.

## V. Student Identification and Demographics

The **Student Identification and Demographics** domain provides the characteristics and demographics of a student, and the education organization associated with the student. It is dependent on the **Calendar** entity in the **School Calendar** domain and the **Program** entity in the **Alternative and Supplemental Services** domain.

| Entity  | Data Element                                                                                                                                                                                                                                                      |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Student | <ul style="list-style-type: none"><li>• StudentUniqueld</li><li>• LocalStudentId</li><li>• StudentId</li><li>• GenerationCode</li><li>• AsOfStatusFirstFridayOctober</li><li>• FirstName</li><li>• MiddleName</li><li>• LastSurname</li><li>• Birthdate</li></ul> |

| Entity                                  | Data Element                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| StudentEducationOrganizationAssociation | <ul style="list-style-type: none"> <li>• Sex</li> <li>• HispanicLatinoEthnicity</li> <li>• Race</li> <li>EmergentBilingualSet (may have multiple instances)</li> <li>• EmergentBilingualIndicator</li> <li>• BeginDate</li> <li>• EndDate</li> <li>EconomicDisadvantageSet (may have multiple instances)</li> <li>• EconomicDisadvantage</li> <li>• BeginDate</li> <li>• EndDate</li> <li>FosterCareTypeSet (may have multiple instances)</li> <li>• FosterCareType</li> <li>• BeginDate</li> <li>• EndDate</li> <li>HomelessStatusSet (may have multiple instances)</li> <li>• HomelessStatus</li> <li>• BeginDate</li> <li>• EndDate</li> <li>UnaccompaniedYouthSet (may have multiple instances)</li> <li>• UnaccompaniedYouth</li> <li>• BeginDate</li> <li>• EndDate</li> <li>UnschoolerAsyleeRefugeeSet (may have multiple instances)</li> <li>• UnschoolerAsyleeRefugee</li> <li>• BeginDate</li> <li>• EndDate</li> <li>MilitaryConnectedStudentSet (may have multiple instances)</li> <li>• MilitaryConnectedStudent</li> <li>• BeginDate</li> <li>• EndDate</li> <li>PKProgramTypeSet (may have multiple instances)</li> <li>• PKProgramType</li> <li>• BeginDate</li> <li>• EndDate</li> <li>PKFundingSourceSet (may have multiple instances)</li> <li>• PKFundingSource</li> <li>• OrderOfPKFundingSource</li> <li>• BeginDate</li> <li>• EndDate</li> <li>Language (may have multiple instances)</li> <li>• Language</li> <li>• LanguageUse</li> <li>StudentCharacteristic (may have multiple instances)</li> <li>• StudentCharacteristic</li> <li>StudentCharacteristic &gt; Period (may have multiple instances)</li> <li>• BeginDate</li> <li>• EndDate</li> <li>• AdultPreviousAttendanceSet</li> <li>• AdultPreviousAttendance</li> <li>• BeginDate</li> <li>• EndDate</li> <li>FullTimeHybridVirtualProgramParticipationSet (may have multiple instances)</li> <li>• FullTimeHybridVirtualProgramParticipation</li> <li>• BeginDate</li> <li>• EndDate</li> </ul> |

**NOTE:** The same report is used to verify data in the **Student Identification and Demographics** and **Enrollment** domains. Continue to the **Enrollment** domain section to review the report and screens used to verify and update this data.

## VI. Enrollment

The **Enrollment** domain provides the enrollment and withdrawal information for a student and the relationship between a particular education organization. It is dependent on the **Student** entity in **Student Identification and Demographics** domain.

| Entity  | Data Element                                                                                                                                                               |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Student | <ul style="list-style-type: none"> <li>• EntryDate</li> <li>• EntryGradeLevel</li> <li>• ADAEligibility</li> <li>• ExitWithdrawDate</li> <li>• ExitWithdrawType</li> </ul> |

Use the following report to verify **Student Identification and Demographic & Enrollment** data.

**Registration > Reports > Registration Reports > Student Report Group > SRG1801 - Fall Enrollment Report**

Date Run:

Cnty-Dist:

Campus:

As-Of Date:

Fall Enrollment Report

107 School

Sch Year: 20

Program ID: SRG1801

Page:

| Student Name | Unique ID | Local ID | Student ID | Sex | Eth/Race | DOB        | Grd Lvl | Active | Campus ID of Enrl | ADA Eligibility         | As-Of FFO | SPED | Instruct Setting |
|--------------|-----------|----------|------------|-----|----------|------------|---------|--------|-------------------|-------------------------|-----------|------|------------------|
|              |           |          |            | M   | W/H      | 11/01/2015 | 05      | 1      | 107               | 1                       |           | Y    | 41               |
|              |           |          |            | M   | W/H      | 11/14/2015 | 05      | 1      | 107               | 1                       |           | N    |                  |
|              |           |          |            | M   | W/H      | 11/29/2015 | 05      | 1      | 107               | 1                       |           | N    |                  |
|              |           |          |            | M   | W/H      | 02/09/2016 | 05      | 1      | 107               | 1                       |           | Y    | 44               |
|              |           |          |            | F   | W/H      | 06/14/2016 | 05      | 1      | 107               | 1                       |           | N    |                  |
|              |           |          |            | M   | W/H      | 09/05/2014 | 05      | 1      | 107               | 1                       |           | N    |                  |
|              |           |          |            |     |          |            |         |        |                   | *Total for Grade 05:    |           |      |                  |
|              |           |          |            |     |          |            |         |        |                   | **Total for Campus 107: |           |      |                  |

☐ When generating the report enter the **Fall Enrollment snapshot date** which is the first Friday in October in the As-of Date parameter.

Use the following screens to update **Student Identification and Demographic** data.

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

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

Demographic Information

Grade: 10 Entry Dt: 08-05-2013 Track: 01 Orig Entry: 08-05-2013 Withdrawal Dt: -- Portal ID: s9fmc52fy

Name: JCHHHIS JEFF JACKSON  
First Middle Last Gen Nickname

Social Security Number Denied ☐ SSN: 432-80-0778 Prior SSN: -- Texas Unique Student ID: 4236212016 Medicaid Eligible ☐ Medicaid ID: --

Sex: M DOB: 03-22-2013 Age as of Sept 1: 15 Hispanic/Latino: ☒ Aggregate Race/Ethnicity: H - Hispanic

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

Phone / Address

Addr/Tel Res: -- Phone Nbr: 555-228-4010 Cell Ph Nbr: -- E-mail: --

Mailing: 1533 CR 3808 Alamo City TX 46119 + Duplicate

Num: Street Direction Apt City State Zip

Physical: 1533 CR 3808 Alamo City TX 46119 +

Student Indicators

Eligibility Code: 1 Record Status: 1

Attribution Code: -- NSLP: ☒

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

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

Ctry Residence: -- As of Status First Friday October: -- Excl: ☐

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

Current / Next Year Information

Control Num: -- Next Yr Ctrl: ☐

Here Last Yr: ☐ Next Yr Camp: ☐

CY Xlcr Factor: -- NY Xlcr Factor: ☒

CY Team Code: -- NY Team Code: ☐



The **As of Status First Friday October** field is automatically calculated nightly. If the field is manually updated, select the **Excl** checkbox next to it to prevent it from being automatically recalculated.

Use the following screen to update Enrollment data.

**Registration > Maintenance > Student Enrollment > W/R Enroll**

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

Delete Details Campus Entry Date Exit Date Reason ET Verify Status Exclusion Grade Elig Cd CTE Elig Track Attrib Cd Camp Res Camp Acc Comments

|  |  |     |            |    |  |  |   |  |    |   |                                     |    |    |    |  |
|--|--|-----|------------|----|--|--|---|--|----|---|-------------------------------------|----|----|----|--|
|  |  | 001 | 08-05-2013 | -- |  |  | 1 |  | 10 | 1 | <input checked="" type="checkbox"/> | 01 | -- | -- |  |
|--|--|-----|------------|----|--|--|---|--|----|---|-------------------------------------|----|----|----|--|

Campus: 001 Status Cd: 1 Track: 01 Residential Facility: ☐

Entry Date: 08-05-2013 Exclusion Code: -- Attribution Cd: --

Exit Date: -- Grade Level: 10 Camp Resid: --

Reason: -- Eligibility Code: 1 Camp Account: --

ET Verify: ☒ CTE Elig: ☒

## VII. Alternative and Supplemental Services (Student Specific Data)

| Entity                                    | Data Element                                                                                                                                                                                     |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| StudentSpecialEducationProgramAssociation | <ul style="list-style-type: none"> <li>• BeginDate</li> <li>• EndDate</li> <li>• InstructionalSetting</li> <li>• InstructionalSettingBeginDate</li> <li>• InstructionalSettingEndDate</li> </ul> |

Use the following report to verify **Alternative and Supplemental Services** data.

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

Date Run: 08/05/2010 10:00 AM

Student Status By Program Changes

Program ID: SRG1200

Cntry-Dist: 001-908

001 School

Campus: 001

Sch Year: 20

Page: 1 of 2

Special Education Records:

| Stu ID | Student Name        | Grd | SSN         | Entry Dt | Exit Dt  | Wd Rsn | Pri Disab | Instruct Set | Multi Disab | Speech | Reg Day Sch Deaf | RDSPD Dist of Svc |
|--------|---------------------|-----|-------------|----------|----------|--------|-----------|--------------|-------------|--------|------------------|-------------------|
| 006299 | BARTLETT, GLEN H    | 09  | XXX-XX-XXXX | 08-05-20 |          |        | 06        | 41           | No          | 0      | 0                |                   |
| 006282 | BELL, LEON C        | 09  | XXX-XX-XXXX | 08-05-20 |          |        | 08        | 40           | No          | 0      | 0                |                   |
| 008999 | BROOKS, TYRONE K    | 09  | XXX-XX-XXXX | 08-27-20 |          |        | 10        | 40           | No          | 2      | 0                |                   |
| 006257 | BROOKS, VINCENT F   | 09  | XXX-XX-XXXX | 08-05-20 |          |        | 08        | 40           | No          | 2      | 0                |                   |
| 008998 | COOK, TONY D        | 09  | XXX-XX-XXXX | 08-05-20 |          |        | 07        | 41           | No          | 0      | 0                |                   |
| 006487 | FOWLER, CHRISTIAN F | 09  | XXX-XX-XXXX | 08-05-20 |          |        | 06        | 42           | No          | 2      | 0                |                   |
| 006270 | GIBBS, SIDNEY A     | 09  | XXX-XX-XXXX | 08-05-20 |          |        | 08        | 40           | No          | 0      | 0                |                   |
| 006289 | HARRIS, LANCE K     | 09  | XXX-XX-XXXX | 08-05-20 |          |        | 08        | 40           | No          | 0      | 0                |                   |
| 006260 | HARRIS, SCOTT M     | 09  | XXX-XX-XXXX | 08-05-20 |          |        | 08        | 42           | No          | 0      | 0                |                   |
| 006749 | JORDAN, TIM O       | 09  | XXX-XX-XXXX | 10-21-20 |          |        | 08        | 42           | No          | 0      | 0                |                   |
| 008297 | LARSON, MANUEL A    | 09  | XXX-XX-XXXX | 08-05-20 |          |        | 08        | 40           | No          | 0      | 0                |                   |
| 006588 | LONG, STEVE H       | 09  | XXX-XX-XXXX | 08-05-20 |          |        | 08        | 41           | No          | 0      | 0                |                   |
| 006195 | BARNES, JASON D     | 10  | XXX-XX-XXXX | 08-05-20 | 08-12-20 | 33     | 08        | 40           | No          | 0      | 0                |                   |
| 006195 | BARNES, JASON D     | 10  | XXX-XX-XXXX | 08-12-20 |          |        | 08        | 01           | No          | 0      | 0                |                   |
| 006083 | COOK, ROBERT C      | 10  | XXX-XX-XXXX | 08-05-20 | 12-01-20 | 80     | 08        | 40           | No          | 0      | 0                |                   |
| 006083 | COOK, ROBERT C      | 10  | XXX-XX-XXXX | 02-02-20 |          |        | 08        | 40           | No          | 0      | 0                |                   |
| 006163 | DANIELS, JESUS A    | 10  | XXX-XX-XXXX | 08-05-20 |          |        | 08        | 40           | No          | 0      | 0                |                   |
| 006396 | DUNN, BRAD W        | 10  | XXX-XX-XXXX | 08-05-20 |          |        | 07        | 41           | No          | 0      | 0                |                   |
| 006171 | GIBBS, BERNARD B    | 10  | XXX-XX-XXXX | 08-05-20 | 11-12-20 | 33     | 08        | 41           | No          | 0      | 0                |                   |

☐ When generating this report enter "Y" in the **Print Special Ed Records** parameters.

Use the following screen to update **Alternative and Supplemental Services** data.

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

|                                  |        |            |            |         |         |            |                |           |                          |           |                 |                                     |        |
|----------------------------------|--------|------------|------------|---------|---------|------------|----------------|-----------|--------------------------|-----------|-----------------|-------------------------------------|--------|
| DEM01                            | DEM02  | DEM03      | GRADUATION | AT RISK | CONTACT | WIR ENROLL | <b>SPEC ED</b> | G/T       | BULESL                   | TITLE I   | PRS             | LOCAL PROGRAMS                      |        |
| Delete                           | Campus | Entry Date | Exit Date  | Reason  | Pri Dis | Sec Dis    | Text Dis       | Multi Dis | Medical Fragile          | Instr Set | Child Crit Fund | CTE Elig                            | Speech |
| <input type="button" value="X"/> | 001    | 08-05-20   | --         |         | +33     | 08         | 09             |           | <input type="checkbox"/> | 40        | 3               | <input checked="" type="checkbox"/> | 2      |

## VIII. ASCENDER DataConnect: Publish and Review Data

Use the **ASCENDER DataConnect (ADC)** tool to complete the following tasks:

- Publish the data to the IODS.
- Review any Level 1 errors in ADC.
- Correct the applicable source data in ASCENDER.

- Republish the data to the Publish the data to the Individual Operational Data Store (IODS).
- Verify in ADC that the Level 1 errors have been resolved.

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