



Quick Guide: R-PEP Hours Calculation Requirements

Table of Contents

Quick Guide: R-PEP Hours Calculation Requirements	1
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All required setup must be completed for R-PEP hours to calculate correctly.

Required Setup Steps

1. District Setup
 - Create the R-PEP Participation, R-PEP Participation Yr 5, and R-PEP Participation Yr 6 Local Programs at the district level
 - **Important:** Link the Local Program to the applicable TEA PEIMS Code 22, 30, and 31
2. Campus Setup
 - Add the R-PEP Local Program to applicable campuses
3. Student Coding
 - Assign students to the R-PEP Local Program
 - Ensure the student's Begin & End Dates for the Local Program are correct.
 - Students can be assigned individually or in groups using the Reset Values utility in Registration.
4. Course Section Setup
 - Enter R-PEP hours for each applicable course section



IMPORTANT: All setup steps must be completed. Missing any step will prevent R-PEP hours from calculating or reporting correctly

I. How ASCENDER Calculates R-PEP Hours

When data is extracted or the SAT3100 - Rural Pathways Excellence Partnership (R-PEP) Student Detail Report is generated, ASCENDER automatically calculates R-PEP hours for each eligible student.

Calculation Logic

For each R-PEP course: **R-PEP Hours = Total Eligible Days Present × Course Section R-PEP Hours**

If a student is enrolled in multiple R-PEP courses: **Total R-PEP Hours = Sum of all course-level R-**

PEP hours

Important Notes

- Only students assigned to an R-PEP Local Program linked to TEA PEIMS Codes: 22, 30, and 31 will generate R-PEP hour.
 - Students enrolled in R-PEP courses *without* program assignment will not have hours calculated.
 - R-PEP hours are only calculated for the dates a student is actively assigned to the program.
 - Incorrect **Begin/End Dates** will result in **inaccurate R-PEP hours**.
 - The **Days Code** on each R-PEP course section must reflect the days the course meets.
 - An incorrect Days Code will result in **inaccurate R-PEP hours**.
 - ASCENDER calculates R-PEP hours for **all students coded to the program**, even if a student **does not meet funding eligibility criteria**.
 - Users must know which grade levels and student criteria are eligible for funding.
 - R-PEP hours are system-calculated and cannot be manually overridden.
 - Updates to course sections or program coding will impact totals.
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II. Best Practices & Recommendations

To avoid reporting issues:

- Complete all required setup steps **before** the reporting period begins.
 - Verify course section R-PEP hour values using **SGR0110 - Master Schedule PEIMS (Grd Reporting)**.
 - Confirm that all students are correctly assigned to one of the R-PEP Local Programs.
 - Review calculated R-PEP hours **prior to submission** to ensure accuracy.
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Back Cover