Verify district information for current/prior school year

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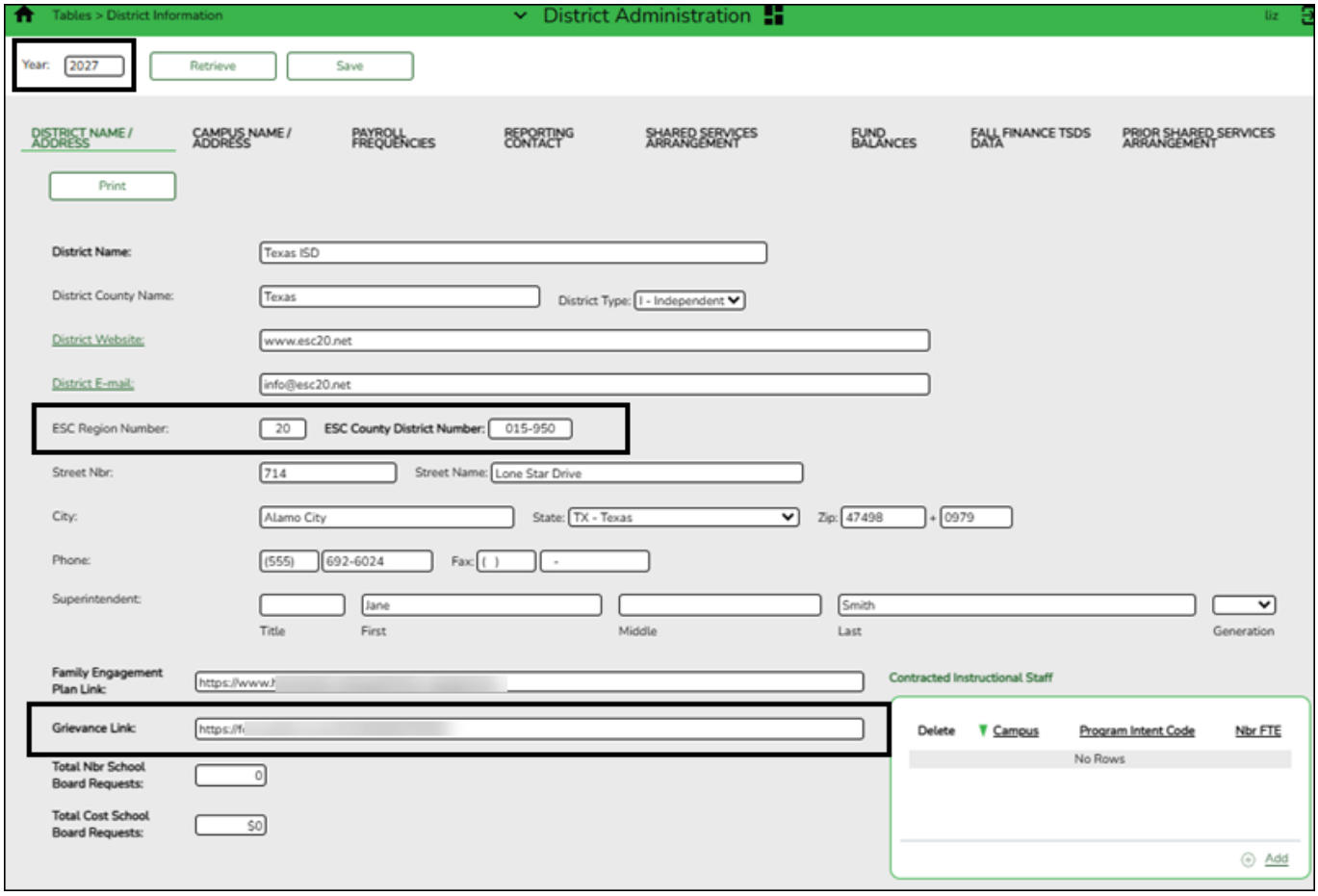
District Administration > Tables > District Information > District Name/Address



The following steps are managed by school year.

❑ In the **Year** field, type the four-digit ending year of the desired school year (e.g., enter 2027 for the 2026–2027 school year).

❑ Click **Retrieve**.

❑ Verify the **ESC Region Number** and **ESC County District Number** are accurate. The **ESC County District Number** is the six-digit ESC county district number assigned by Texas Education Agency (TEA).

ESC County District Numbers

❑ Verify that the **Grievance Link** is accurate. This is the LEA's website address that connects directly to the school district's grievance policy. **Note**: The Grievance Link only displays for the 2026 school year and beyond.

❑ Under **Contracted Instructional Staff**, add records as needed:

- **Campus**
- **Program Intent Code** - Identifies the cost of instruction and other services directed toward a particular need of a specific set of students. The intent (the student group toward which the

instructional or other service is directed) determines the program intent code, not the demographic makeup of the students served.

- **Number of FTEs** - A standard measurement of the portion of professional contracted instructional staff expressed as a multiple of the standard workday, such as 7.7 FTEs. When calculating contracted instructional staff FTEs, the following items must be considered:
  - The percent of the day worked (the number of hours worked divided by the number of work hours in the standard day).
  - The percent of days per week worked (the number of days worked divided by 5).
  - The percentage of weeks worked (the number of weeks worked divided by the number of weeks in the work year).

For example, Mrs. Jones is hired on a contracted instructional staff basis to teach the tuba to three tuba players. Her contract specifies that she will work two hours each Monday and each Friday for the entire school year. Her FTE is 0.25 (two hours worked divided by the eight-hour work day in the district) multiplied by 0.40 (two days divided by five days) multiplied by 1.0 (36 weeks worked divided by the 36-week instructional year), for a reported FTE of 0.10.

Note: For information regarding Full-Time Equivalent (FTE) calculations, please refer to the TWEDS website.

❑ Click **Save** for each year; each year is a separate record.

Grievance Reporting Guidelines:

- The **Grievance Link** for the LEA's public grievance policy is maintained on the District Administration > Tables > District Information > District Name/Address tab and is reported in the PEIMS Fall Submission.
- Individual LEA grievance records with a GrievanceFiledDate (E3137) on or between June 1 through May 31 of the current school year are reported in the PEIMS Summer Submission. Any grievances filed or resolved after May 31 will fall into the subsequent school year’s reporting cycle.

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