



ASCENDER GUIDES



Demo3

Table of Contents

Demo3	1
--------------------	---

Demo3

Registration > Maintenance > Student Enrollment > Demo3

This tab allows you to view and update a student's additional demographic data. The information on the Demo3 tab is not required for enrollment; however, entering a complete demographic record is recommended.

The Demo3 tab is not available until you retrieve a student on the [Student Enrollment](#) page. For a new student, you must enter and save all required data on [Demo1](#) before proceeding to this tab.

Update data:

Under **Promotion:**

Year End Status	<p>The code indicating the student's status at the end of the regular school year is displayed.</p> <p>Year-end-status codes</p> <p>01 - Promoted next grade 02 - Retained same grade 03 - Place in the next grade 04 - Placed in transitional program 06 - Promoted from transitional program to regular grade 10 - Not advanced next grade 11 - Advanced next grade 12 - Graduated 13 - Obtained GED 14 - Met requirements but did not pass STAAR/TAKS 15 - Grade 12 but not enough credits to graduate 21 - Status pending - complete summer school 22 - Status pending - other 23 - Left district before - no status (NOTE: Code 23 should be used for withdrawn students to prevent them from being included on the ASDR error report.)</p>
	<p>This field is automatically updated when the Assign or Clear Year-End-Status Codes utility in Grade Reporting is run.</p> <ul style="list-style-type: none"> • For all active students in grade levels K-8, the utility assigns code 01 (<i>promoted</i>). • For students in grade levels 9-11, the utility assigns code 11 (<i>promoted</i>). • For students in grade level 12, the utility assigns code 12 (<i>graduated</i>). <p>You must update this field for any exceptions, such as retained students. You can manually update this field, or you can run the Reset Values utility in Registration.</p> <p>The year-end-status code is used for the following purposes:</p> <ul style="list-style-type: none"> • Annual Student Data Rollover (ASDR) advances students to the next grade level or retains them in the current grade level according to the year-end-status code. • Final elementary report cards will print “promoted” or “retained” according to the year-end-status code.
SSI Promotion	<p>Indicate if the student was promoted or retained as a result of participation in the Student Success Initiative (SSI).</p> <p>This information is reported to PEIMS beginning with the 2013-14 school year.</p> <p>Rule 40110-0020: Codes 04, 06 and 08 only apply to students in grade level 05.</p> <p>Rule 40110-0072: Codes 10, 12, and 14 only apply to students in grade level 08.</p>
Retained Reason 1, 2, 3	<p>For student is in KG-08, select up to three codes indicating the reason(s) the student was retained in the same grade level or placed in a transitional program if applicable. Leave blank if none of these conditions applies.</p>

Under Status Indicators:

Student Parent	Select if the student is currently a parent.
Even Start	Indicate if the student is enrolled in an Even Start program. An Even Start program can provide services to both parents and their children who are school age (PK-18), or ages 0-3 and coded as EE.
Neglected/Delinquent	Select if the student resides in an institution for neglected or delinquent children within the school district boundaries.

 Under CTE Program Service:

Day Care CTE Support	Select if the student receives day care services that allow him to participate in the Career and Technical Education (CTE) program.
Career and Technology Ind	Indicates if the student is enrolled in a state-approved CTE course as an elective, or as a participant in the district's career and technical coherent sequence of courses. This field must be set for each semester, because the field is reported for the student in the PEIMS fall and summer submissions.
Descriptor	Select the Primary Code from the list.
Begin Date	Type the begin date using the MMDDYYYY format. Or, click  to select the date from a calendar.
End Date	Type the end date using the MMDDYYYY format. Or, click  to select the date from a calendar.

 Under Homeless Status:

Descriptor	Select the Primary Code from the list.
Begin Date	Type the begin date using the MMDDYYYY format. Or, click  to select the date from a calendar.
End Date	Type the end date using the MMDDYYYY format. Or, click  to select the date from a calendar.

 Under Early Reading Indicator:

Descriptor	Select the Primary Code from the list.
Begin Date	Type the begin date using the MMDDYYYY format. Or, click  to select the date from a calendar.
End Date	Type the end date using the MMDDYYYY format. Or, click  to select the date from a calendar.

 Under Unaccompanied Youth:

Descriptor	Select the Primary Code from the list.
Begin Date	Type the begin date using the MMDDYYYY format. Or, click  to select the date from a calendar.
End Date	Type the end date using the MMDDYYYY format. Or, click  to select the date from a calendar.

 Under Unschooled Asylee Refugee:

Descriptor	Select the Primary Code from the list.
Begin Date	Type the begin date using the MMDDYYYY format. Or, click  to select the date from a calendar.
End Date	Type the end date using the MMDDYYYY format. Or, click  to select the date from a calendar.

Under Truancy Indicators:

Excessive Unexcused Absence	<p>Select this field to indicate if a student is required to attend school (age 6 to 18 years under TEC 25.086), but did not attend without excuse for 10 or more days or parts of days within a six month period of a school year.</p> <p>NOTE: An unexcused absence is defined as any absence that is not excused by state law or LEA local policy. A partial day is defined in accordance with LEA local policy.</p> <p>Enter the campus on which the excessive unexcused absence occurred. Enter the date the excessive unexcused absence occurred.</p> <p>TWEDS Data Element: EXCESSIVE-UNEXCUSED-ABSENCE-INDICATOR-CODE (E1657)</p>
Truancy Prevention Measure	<p>Select this field to indicate that the LEA initiated a truancy prevention measure under TEC 25.0915 (a-4) for the student.</p> <p>Enter the campus on which the truancy measure will take place. Enter the date when the truancy prevention measure will take place or took place.</p> <p>TWEDS Data Element: TRUANCY-PREVENTION-MEASURE-INDICATOR-CODE (E1658)</p>
Truancy Complaint Filed	<p>Select this field to indicate whether an attendance officer or other school official has filed a complaint against a student's parent or legal guardian, under TEC 25.093.</p> <p>Enter the campus on which the complaint was filed. Enter the date the complaint was filed.</p> <p>TWEDS Data Element: TRUANCY-COMPLAINT-FILED-INDICATOR-CODE (E1659)</p>

Under Dyslexia:

Entry Date	<p>To enter or re-enter a student, type the entry date in the MMDDYYYY format. The date should be the first school date on which the student actually attended school.</p> <p>NOTE: Ensure that you are not re-enrolling a student who was not properly withdrawn. A previous withdrawal date and code should exist.</p> <p>If you are re-enrolling the student, do not remove the original withdrawal date from his courses. You must manually re-enter the student's courses with the campus re-entry date.</p> <p>If you are enrolling the student at the campus for the first time, an entry row is added to the grid, and the Entry Date field is the same as the Orig Entry on the Demo1 tab.</p> <p>When you re-enroll a No Show student, Orig Entry on the Demo1 tab is updated to the new Entry Date.</p>
-------------------	---

Exit Date	To withdraw a student, type the exit date in the MMDDYYYY format. The date should be the school date following the last day the student was enrolled, and it must be later than the campus entry date and latest reentry date.
Reason	<p>If you are withdrawing the student, click  to select the withdrawal reason. Codes 02, 04, 09, 10, 14, 15, 19, 22, 30, 44, 61, 72, 79, and 84 are converted to PEIMS code 98.</p> <p>Codes 21, 31, 63, 64, and 80 are converted to “mover” and are not extracted for PEIMS.</p> <p>EP (exit program) is not a valid withdrawal reason code on this tab.</p>
	<p>  1. Click  to do a status change.</p> <ul style="list-style-type: none"> • A row is added to the grid that displays the default entry date, which is the same as the withdrawal date. This ensures that you do not lose any membership days by typing the incorrect entry date for the status change. • The fields below the grid are enabled. The fields display the data from the previous row by default. <p>2. Modify any information that changed for the entry date.</p> <p>3. Click Save to save the status change.</p> <p>If the entry date and exit date are the same on the row, this button is not available.</p> <p>  If you entered a status change in error (e.g., the wrong student or wrong withdrawal or entry date), click  to remove the status change for the student. When you save, the exit date and exit reason are cleared, and the new row is removed from the grid.</p> <ol style="list-style-type: none"> 1. Click  in the the second row. This creates a new row (now 3 rows). 2. Click  in the second row. This removes the third row. 3. Click  in the first row. This will remove the second row leaving one remaining. 4. Make the change and click Save.
Risk	Select the screening results for dyslexia and related disorders.
Excpt Rsn	Select the reason the student was not screened.
No Svcs	Select if the student does not receive additional services.
IEP	Select the type(s) of dyslexia or related service the student has received at any time during the school year.
SBEC	Student is receiving instruction that meets applicable dyslexia program criteria established by the State Board of Education; and is provided by a person with specific training in providing that instruction.
Sec 39.023	The student is permitted, on the basis of having dyslexia or a related disorder, to use modifications in the classroom or accommodations in the administration of assessment instruments under Section 39.023.

If a record does not exist, a default row will automatically generate when the user retrieves a

student then navigates to a new tab. An error message will display at the bottom of the page and the user must click **Save** to insert the rows.

Under **DAP Advanced Measures**:

Advanced Measures 1-4	Indicate the type of advanced measure earned as required to graduate under the Distinguished Achievement Program. The codes can be used as follows: A - Original research and projects. The code can be used once or twice. B - AP score of 3 or above. The code can be used without limit. C - IB score of 4 or above. The code can be used without limit. D - Qualifying PSAT score. The code can be used once. E - College course with a 3.0 or higher. This code can be used without limit. F - Articulated course with 3.0 or higher. The code can be used without limit. Graduation Type must be <i>Distinguished</i> for the DAP Advanced Measures to print on the AAR.
------------------------------	--

Click **Save**.

Other functions and features:

Comments	View or add comments. Click to view or add comments about the student. The Comments window opens. If comments exist for the student, an exclamation mark is displayed on the button and it is outlined in red.
TEA Unique ID	Request an Unique ID from the state. Click on the TEA Unique ID button to request an Unique ID from the state for students and staff.
Hist Directory	Retrieve a student enrolled in a prior school year.  View medical alert. The button is displayed if a medical warning exists for the student and Consent to Display Alert is selected on Health > Maintenance > Student Health > Emergency . Click to view the student's medical alert information.
Documents	View or attach supporting documentation.



Back Cover