TSDS PEIMS Fall Submission (WIP)

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TSDS PEIMS Fall Submission (WIP) 1

TSDS PEIMS Fall Submission (WIP)

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: Each LEA will have unique situations. Some of the dates, images, and examples provided in this document are for informational and instructional 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. This is especially important when deleting data from state reporting, extracting data, and manually entering data.
- All CTE reports will calculate the CTE counts based on CTE code 1. Users should run the Set Student CTE Indicators utility. **NOTE**: Students with CTE Code 2 are *not* reset to 1. This utility does not change codes for these students.

NOTE:

If the district does NOT have a pay date row on Payroll > Tables > Pay Dates where the **Begin**

Date is *after* the **School Start Window (SSW) Date**, the district is considered Student-only for that school year.

If the district does NOT have a student enrollment record for the school year, the district is considered Business-only for that school year.

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).

🗑 Delete!

- **Interchange:** A file that contains data in the correct format to be transferred to TEA.
- **Complex Type:** A grouping of Elements within an Interchange.
- **Element:** A specific unit of data that must be reported to the TEA.

I. Verify Master Schedule Data

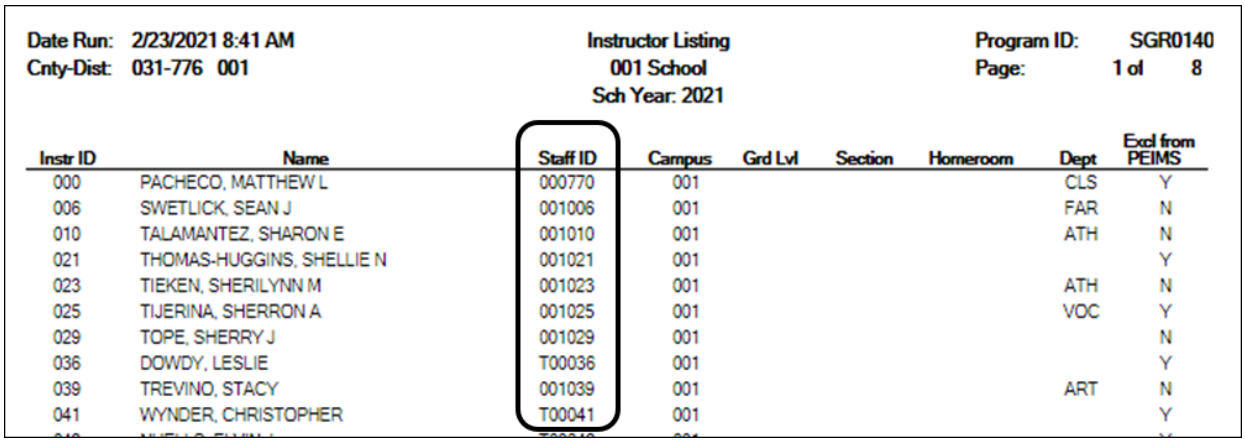
Verify TSDS data in the district and campus master schedules. This data must be correct to ensure that Career & Technical Education, Staff Responsibilities, and other data is extracted correctly for Submission 1. It is recommended that you run applicable reports first, and then use the Grade Reporting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



Date Run: 2/23/2021 8:41 AM
Cnty-Dist: 031-776 001

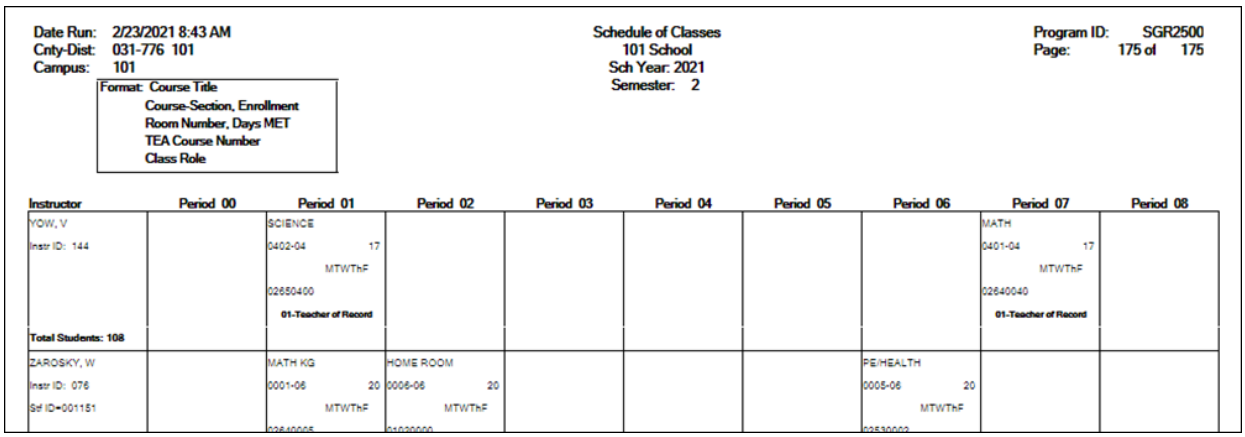
Instructor Listing
001 School
Sch Year: 2021

Program ID: SGR0140
Page: 1 of 8

Instr ID	Name	Staff ID	Campus	Grd Lvl	Section	Homeroom	Dept	Excl from PEIMS
000	PACHECO, MATTHEW L	000770	001				CLS	Y
006	SWETLICK, SEAN J	001006	001				FAR	N
010	TALAMANTEZ, SHARON E	001010	001				ATH	N
021	THOMAS-HUGGINS, SHELLIE N	001021	001					Y
023	TIEKEN, SHERILYNN M	001023	001				ATH	N
025	TIJERINA, SHERRON A	001025	001				VOC	Y
029	TOPE, SHERRY J	001029	001					N
036	DOWDY, LESLIE	T00036	001					Y
039	TREVINO, STACY	001039	001				ART	N
041	WYNDER, CHRISTOPHER	T00041	001					Y

SGR0140 allows you to verify that staff IDs are correct.

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



Date Run: 2/23/2021 8:43 AM
Cnty-Dist: 031-776 101
Campus: 101

Format: Course Title
Course-Section, Enrollment
Room Number, Days MET
TEA Course Number
Class Role

Schedule of Classes
101 School
Sch Year: 2021
Semester: 2

Program ID: SGR2500
Page: 175 of 175

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 Sif 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.

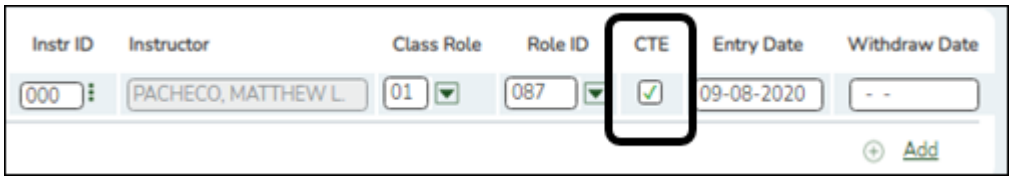
For elementary campuses:

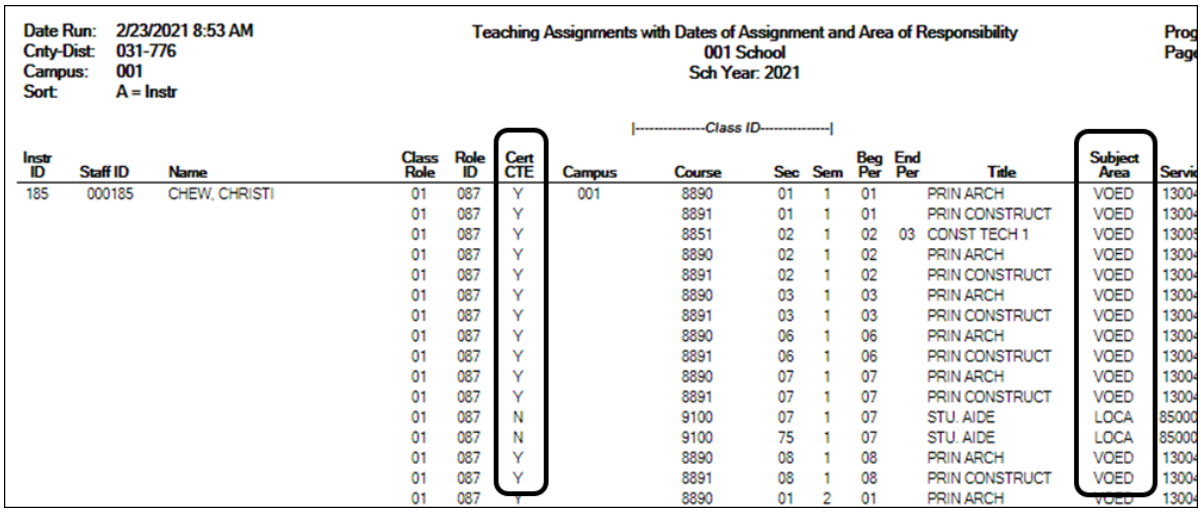
- Each course-section must have at least one student in order for staff responsibilities data to be extracted for that course.
- For districts that use the multi-period scheduling for elementary grade reporting, each subject should have a unique period. This is recommended by

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***.





Date Run: 2/23/2021 8:53 AM
Cnty-Dist: 031-776
Campus: 001
Sort: A = Instr

Teaching Assignments with Dates of Assignment and Area of Responsibility
001 School
Sch Year: 2021

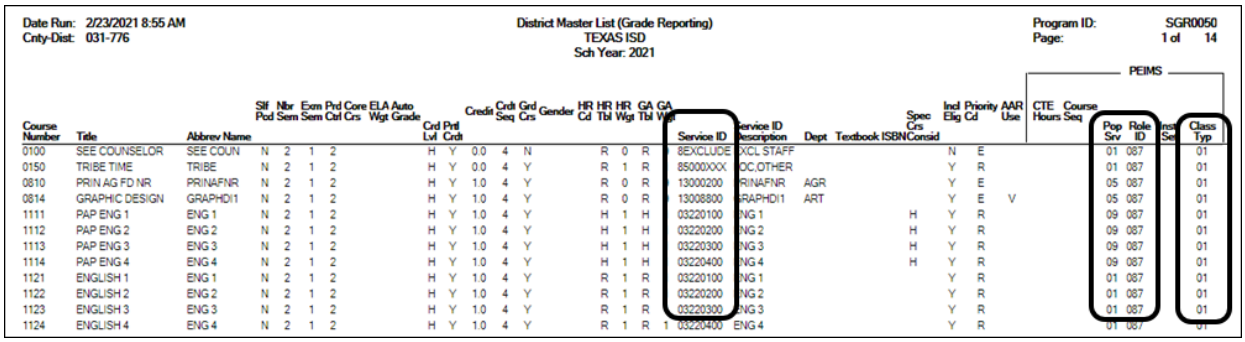
Prog
Page

Instr ID	Staff ID	Name	Class Role	Role ID	Cert CTE	Campus	Course	Sec	Sem	Beg Per	End Per	Title	Subject Area	Servic
							Class ID							
185	000185	CHEW, CHRISTI	01	087	Y	001	8890	01	1	01		PRIN ARCH	VOED	1300
			01	087	Y		8891	01	1	01		PRIN CONSTRUCT	VOED	1300
			01	087	Y		8851	02	1	02	03	CONST TECH 1	VOED	1300
			01	087	Y		8890	02	1	02		PRIN ARCH	VOED	1300
			01	087	Y		8891	02	1	02		PRIN CONSTRUCT	VOED	1300
			01	087	Y		8890	03	1	03		PRIN ARCH	VOED	1300
			01	087	Y		8891	03	1	03		PRIN CONSTRUCT	VOED	1300
			01	087	Y		8890	06	1	06		PRIN ARCH	VOED	1300
			01	087	Y		8891	06	1	06		PRIN CONSTRUCT	VOED	1300
			01	087	Y		8890	07	1	07		PRIN ARCH	VOED	1300
			01	087	Y		8891	07	1	07		PRIN CONSTRUCT	VOED	1300
			01	087	N		9100	07	1	07		STU. AIDE	LOCA	8500
			01	087	N		9100	75	1	07		STU. AIDE	LOCA	8500
			01	087	Y		8890	08	1	08		PRIN ARCH	VOED	1300
			01	087	Y		8891	08	1	08		PRIN CONSTRUCT	VOED	1300
			01	087	Y		8890	01	2	01		PRIN ARCH	VOED	1300

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 Rpting)



Date Run: 2/23/2021 8:55 AM
Cnty-Dist: 031-776

District Master List (Grade Reporting)
TEXAS ISD
Sch Year: 2021

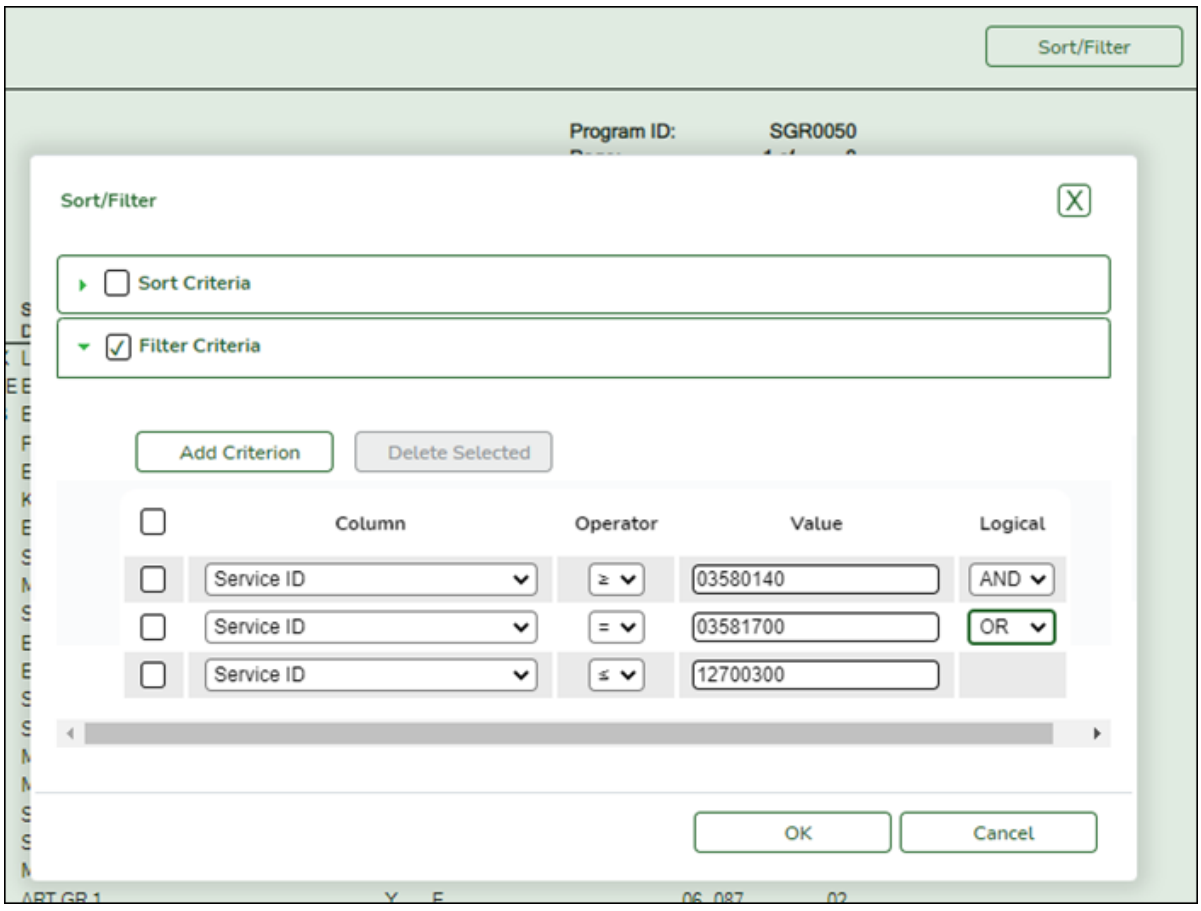
Program ID: SGR0050
Page: 1 of 14

Course Number	Title	Abbrev Name	Service ID	Service ID Description	Dept	Textbook ISBN	Pop Srv	Role ID	Class Typ
0100	SEE COUNSELOR	SEE COUN	8EXCLUDE	EXCL STAFF			01	087	01
0150	TRIBE TIME	TRIBE	85000XXX	OC,OTHER			01	087	01
0810	PRIN AG FD NR	PRINAFNR	13000200	PRINAFNR	AGR		05	087	01
0814	GRAPHIC DESIGN	GRAPHDI1	13008800	GRAPHDI1	ART		05	087	01
1111	PAP ENG 1	ENG 1	03220100	ENG 1			09	087	01
1112	PAP ENG 2	ENG 2	03220200	ENG 2			09	087	01
1113	PAP ENG 3	ENG 3	03220300	ENG 3			09	087	01
1114	PAP ENG 4	ENG 4	03220400	ENG 4			09	087	01
1121	ENGLISH 1	ENG 1	03220100	ENG 1			01	087	01
1122	ENGLISH 2	ENG 2	03220200	ENG 2			01	087	01
1123	ENGLISH 3	ENG 3	03220300	ENG 3			01	087	01
1124	ENGLISH 4	ENG 4	03220400	ENG 4			01	087	01

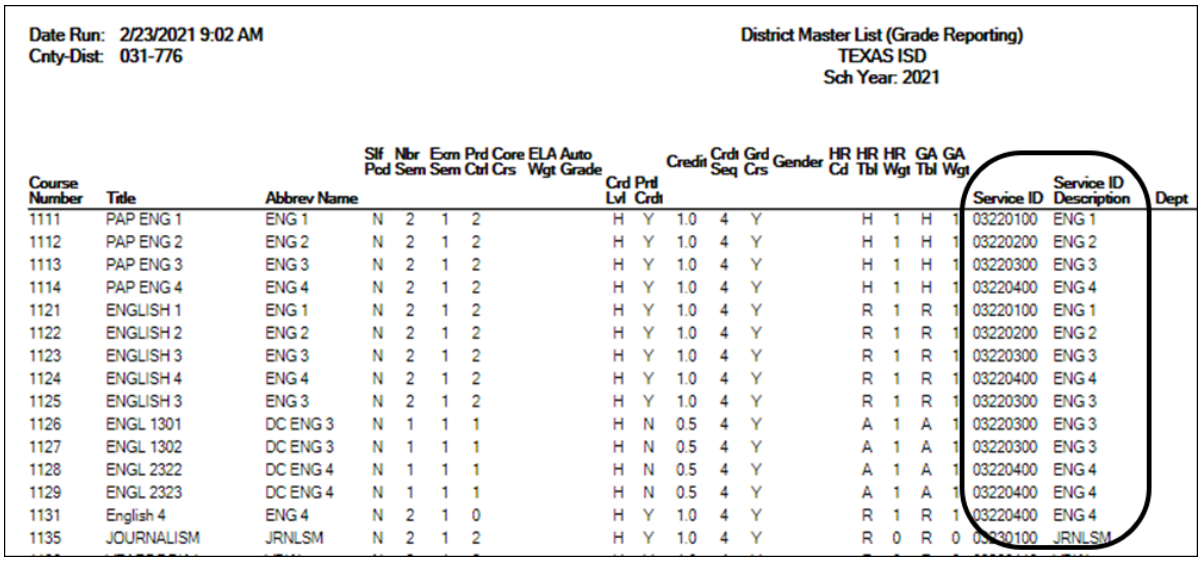
SGR0050 allows you to verify that district course information is correct. Verify data in the **Service ID**, **Pop Srv**, **Role ID**, and **Class Type** columns.

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

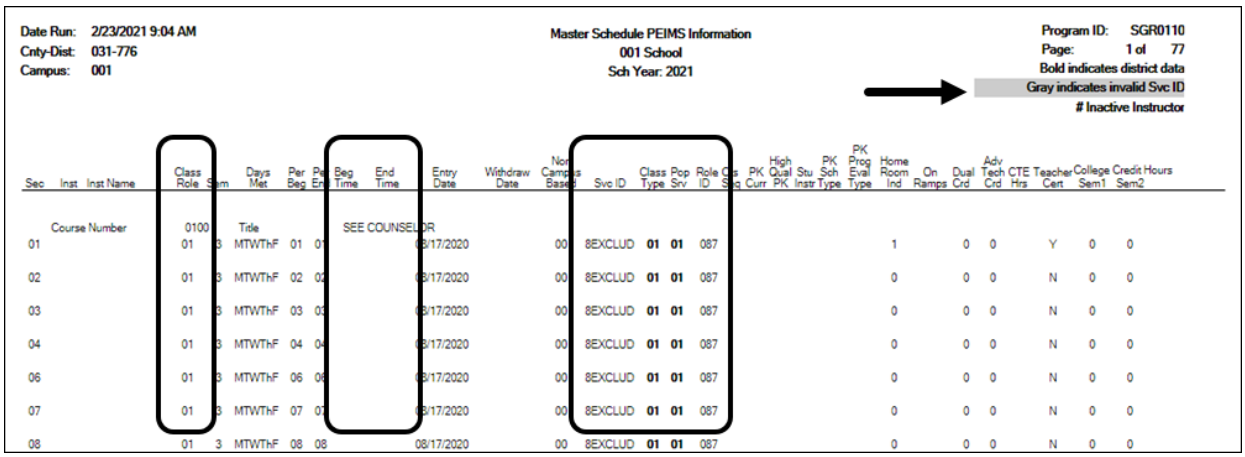


Date Run: 2/23/2021 9:02 AM
Cnty-Dist: 031-776

District Master List (Grade Reporting)
TEXAS ISD
Sch Year: 2021

Course Number	Title	Abbrev Name	Slf Pcd	Nbr Sem	Exm Sem	Prd Ctrl	Core Crs	ELA Wgt	Auto Grade	Crd Lvl	Prtl Crdt	Credit	Crdt Seq	Grd Crs	Gender	HR Cd	HR Tbl	HR Wgt	GA Tbl	GA Wgt	Service ID	Service ID Description	Dept
1111	PAP ENG 1	ENG 1	N	2	1	2				H	Y	1.0	4	Y		H	1	H	1		03220100	ENG 1	
1112	PAP ENG 2	ENG 2	N	2	1	2				H	Y	1.0	4	Y		H	1	H	1		03220200	ENG 2	
1113	PAP ENG 3	ENG 3	N	2	1	2				H	Y	1.0	4	Y		H	1	H	1		03220300	ENG 3	
1114	PAP ENG 4	ENG 4	N	2	1	2				H	Y	1.0	4	Y		H	1	H	1		03220400	ENG 4	
1121	ENGLISH 1	ENG 1	N	2	1	2				H	Y	1.0	4	Y		R	1	R	1		03220100	ENG 1	
1122	ENGLISH 2	ENG 2	N	2	1	2				H	Y	1.0	4	Y		R	1	R	1		03220200	ENG 2	
1123	ENGLISH 3	ENG 3	N	2	1	2				H	Y	1.0	4	Y		R	1	R	1		03220300	ENG 3	
1124	ENGLISH 4	ENG 4	N	2	1	2				H	Y	1.0	4	Y		R	1	R	1		03220400	ENG 4	
1125	ENGLISH 3	ENG 3	N	2	1	2				H	Y	1.0	4	Y		R	1	R	1		03220300	ENG 3	
1126	ENGL 1301	DC ENG 3	N	1	1	1				H	N	0.5	4	Y		A	1	A	1		03220300	ENG 3	
1127	ENGL 1302	DC ENG 3	N	1	1	1				H	N	0.5	4	Y		A	1	A	1		03220300	ENG 3	
1128	ENGL 2322	DC ENG 4	N	1	1	1				H	N	0.5	4	Y		A	1	A	1		03220400	ENG 4	
1129	ENGL 2323	DC ENG 4	N	1	1	1				H	N	0.5	4	Y		A	1	A	1		03220400	ENG 4	
1131	English 4	ENG 4	N	2	1	0				H	Y	1.0	4	Y		R	1	R	1		03220400	ENG 4	
1135	JOURNALISM	JRNLSM	N	2	1	2				H	Y	1.0	4	Y		R	0	R	0		03230100	JRNLSM	

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



Date Run: 2/23/2021 9:04 AM
Cnty-Dist: 031-776
Campus: 001

Master Schedule PEIMS Information
001 School
Sch Year: 2021

Program ID: SGR0110
Page: 1 of 77
Bold indicates district data
Gray indicates invalid Svc ID
Inactive Instructor

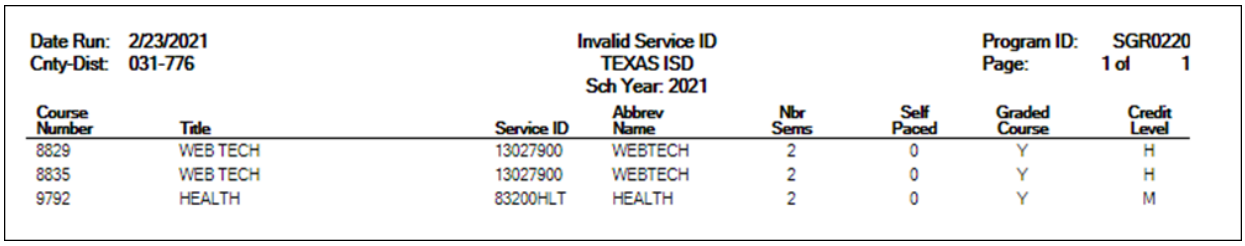
Sec	Inst	Inst Name	Class Role	Sem	Days Met	Per Beg	Per End	Beg Time	End Time	Entry Date	Withdraw Date	Non Campus Based	Svc ID	Class Type	Pop Srv	Role ID	Cls Seq	PK Curr	High Qual PK	Stu Instr	PK Sch Type	PK Prog Evall Type	Home Room Ind	On Ramps	Dual Crd	Adv Tech Crd	CTE Hrs	Teacher Cert	College Sem1	Credit Hours Sem2
	Course Number		0100		Title			SEE COUNSELOR																						
01			01	3	MTWThF	01	01			08/17/2020		00	8EXCLUD	01	01	087							1		0	0		Y	0	0
02			01	3	MTWThF	02	02			08/17/2020		00	8EXCLUD	01	01	087							0		0	0		N	0	0
03			01	3	MTWThF	03	03			08/17/2020		00	8EXCLUD	01	01	087							0		0	0		N	0	0
04			01	3	MTWThF	04	04			08/17/2020		00	8EXCLUD	01	01	087							0		0	0		N	0	0
06			01	3	MTWThF	06	06			08/17/2020		00	8EXCLUD	01	01	087							0		0	0		N	0	0
07			01	3	MTWThF	07	07			08/17/2020		00	8EXCLUD	01	01	087							0		0	0		N	0	0
08			01	3	MTWThF	08	08			08/17/2020		00	8EXCLUD	01	01	087							0		0	0		N	0	0

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

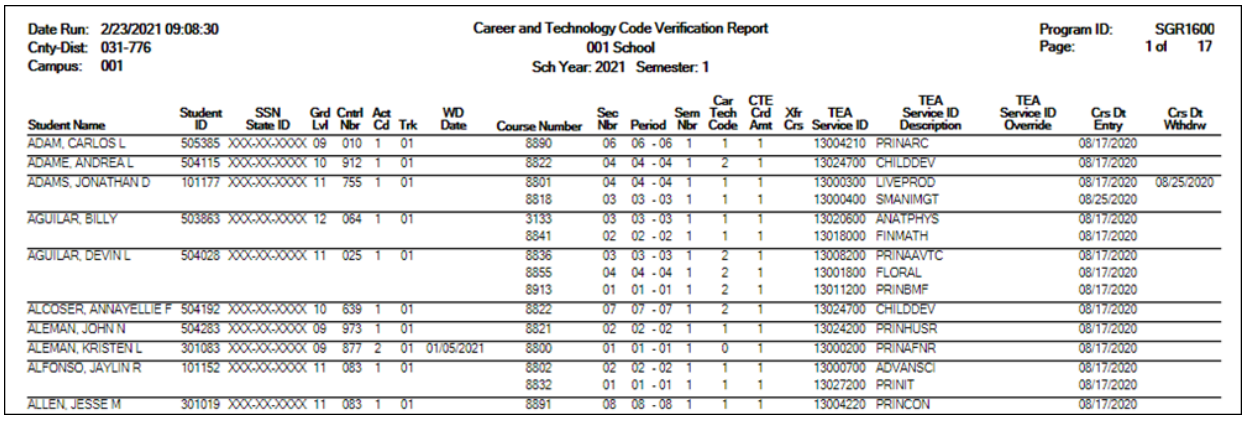


Date Run: 2/23/2021 — Invalid Service ID — Program ID: SGR0220
Cnty-Dist: 031-776 — TEXAS ISD — Page: 1 of 1
Sch Year: 2021

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

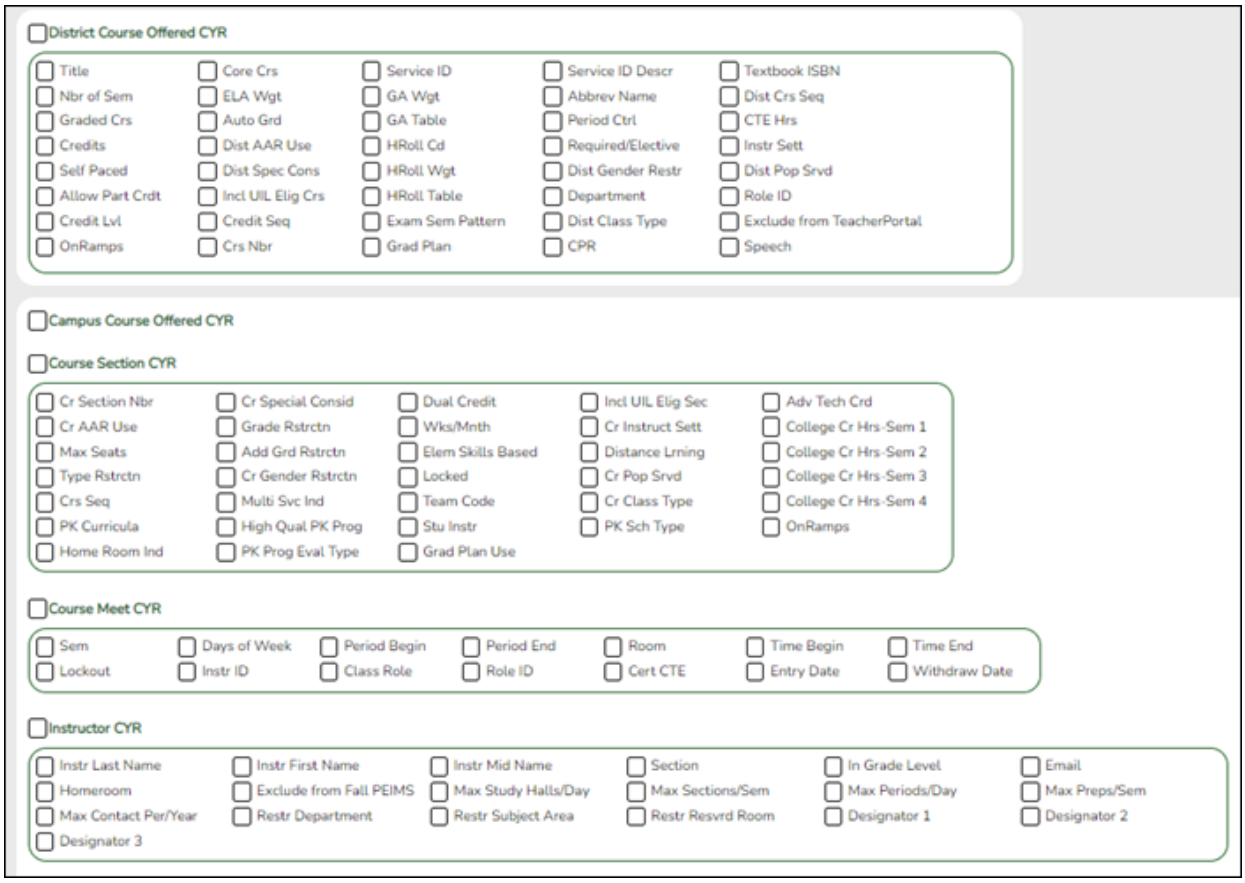


Date Run: 2/23/2021 09:08:30 — Career and Technology Code Verification Report — Program ID: SGR1600
Cnty-Dist: 031-776 — 001 School — Page: 1 of 17
Campus: 001 — Sch Year: 2021 Semester: 1

Student Name	Student ID	SSN State ID	Grd Lvl	Cntrl 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 Wthdrw
ADAM, CARLOS L	505385	XXX-XX-XXXX	09	010	1	01		8890	06	06 - 06	1	1	1		13004210	PRINARC		08/17/2020	
ADAME, ANDREA L	504115	XXX-XX-XXXX	10	912	1	01		8822	04	04 - 04	1	2	1		13024700	CHILDDEV		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	503863	XXX-XX-XXXX	12	064	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	
ALCOSER, ANNAYELLIE F	504192	XXX-XX-XXXX	10	639	1	01		8822	07	07 - 07	1	2	1		13024700	CHILDDEV		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	ADVANSCI		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	

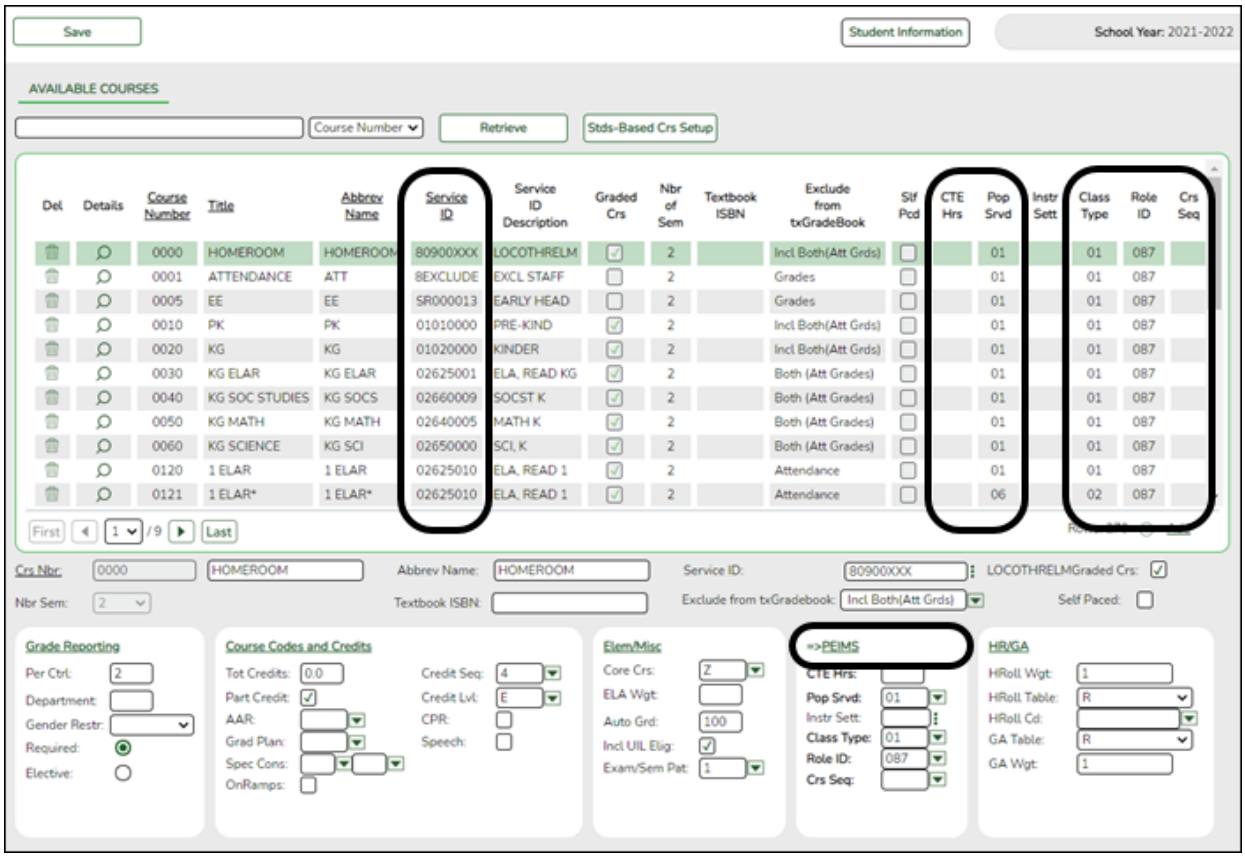
SGR1600 lists the students enrolled in CTE courses, equivalent TEA course numbers, and entry and withdrawal dates. You can run SGR0400 to identify students in the course, and then compare data in SGR1600 for students enrolled in the course.

Grade Reporting > Reports > Create Grade Reporting Reports



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

- Grade Reporting > Maintenance > Master Schedule > District Schedule



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:

Element	Code Table	Data Element	ASCENDER Name
E0724	C022	SERVICE-ID	Service ID

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

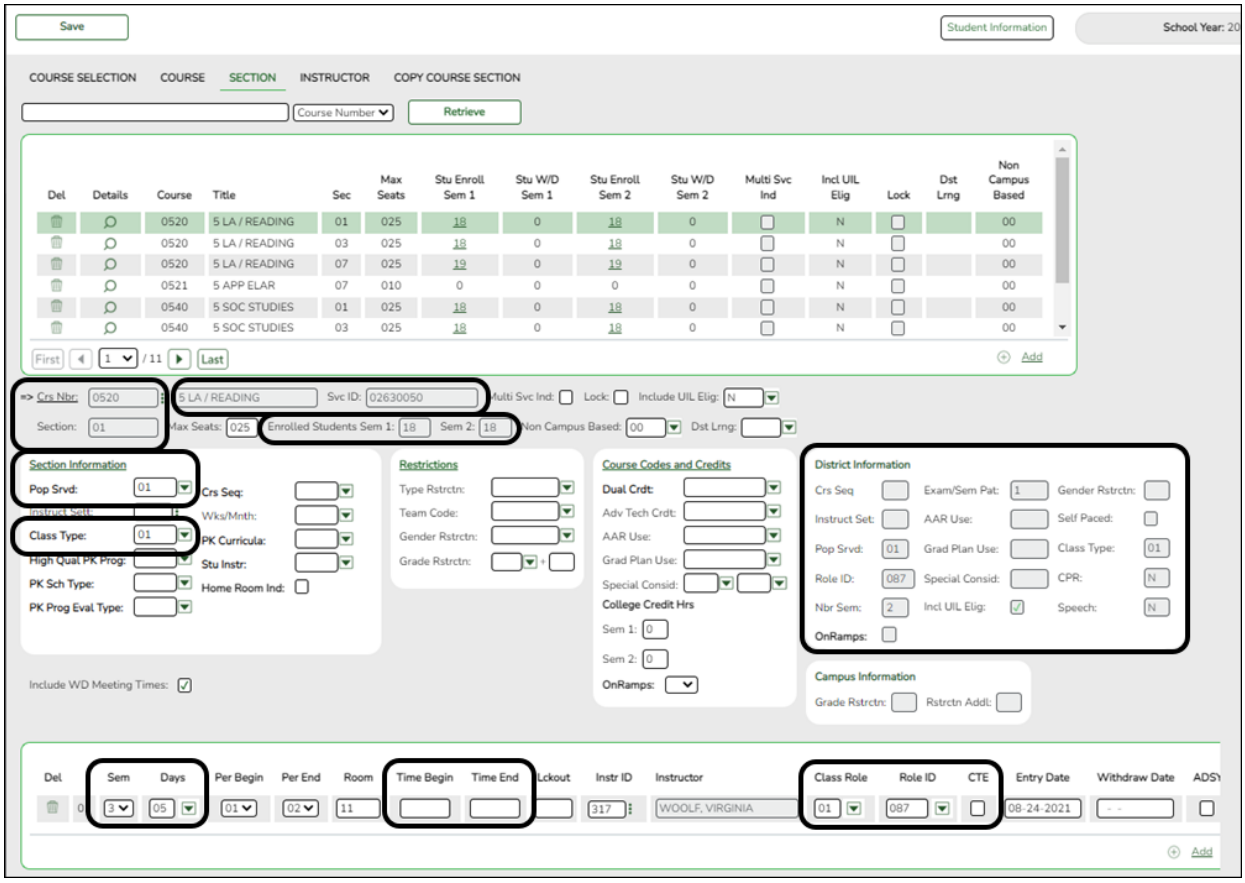
❑ **Pop Srvd** - Verify that the population served code indicates the population for which the course was designed. The default code is 01 (i.e., Regular students).

❑ **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



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.

❑ **Role ID** - Verify the field for all course-sections.

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.**

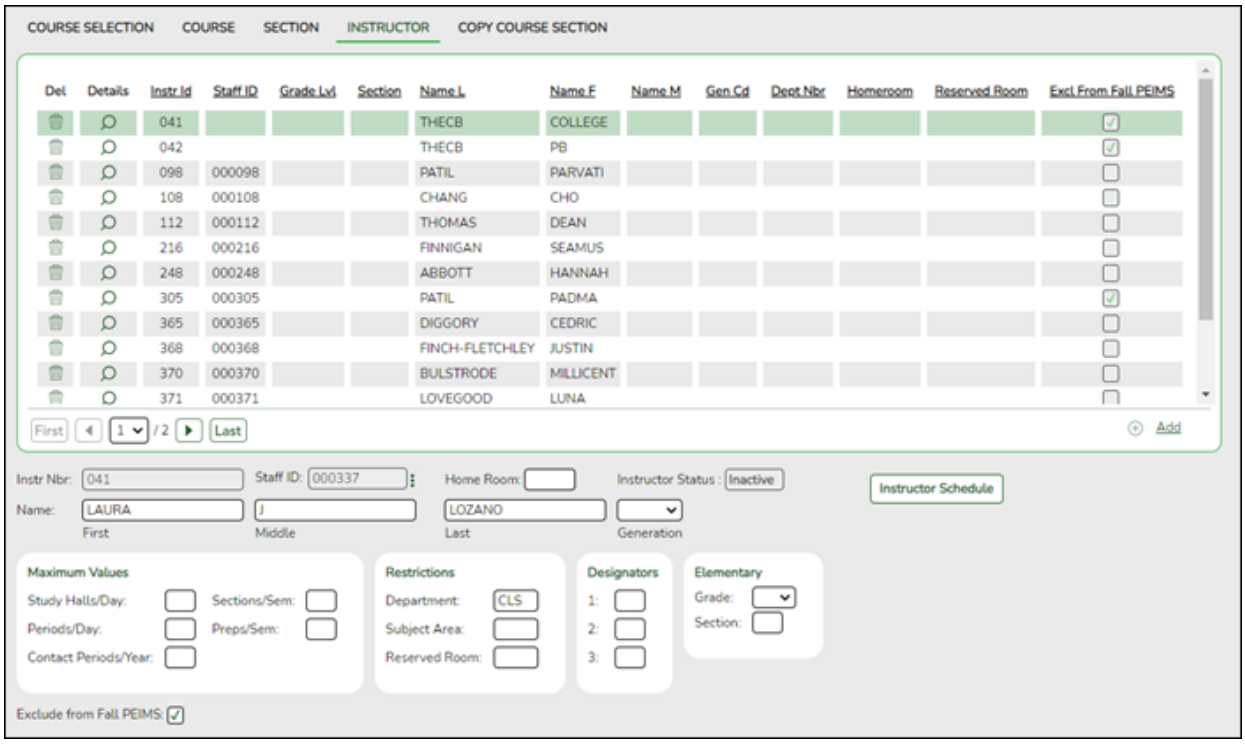
❑ **Class Role** - Verify the field for all course-sections. This value is used when extracting staff responsibility data to identify the teacher of record.

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:

Element	Code Table	Data Element	ASCENDER Name
E0724	C022	SERVICE-ID	Svc ID
E0170	—-	NUMBER-STUDENTS-IN-CLASS	Enrolled Students Sem #
E0747	C030	POPULATION-SERVED-CODE	Pop Srvd
E1055	C179	CLASS-TYPE-CODE	Class Type(s)
E1056	—-	CLASS-ID-NUMBER	—-

- Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor



❑ 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-CATEGORY (E1240) is the classification of the education agency according to the level of administrative and operational control granted by the state. **This is hard coded in the program as "ESC," "LEA," or "School" according to the county-district number.**

❑ DISTRICT-ID (E0212) is the county-district ID registered with the TEA.

❑ CAMPUS-ID (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.

❑ LOCAL-STUDENT-ID (E0923) is the student's local ID assigned by the district (optional).

❑ AS-OF-STATUS-CODE (E1002) 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."**

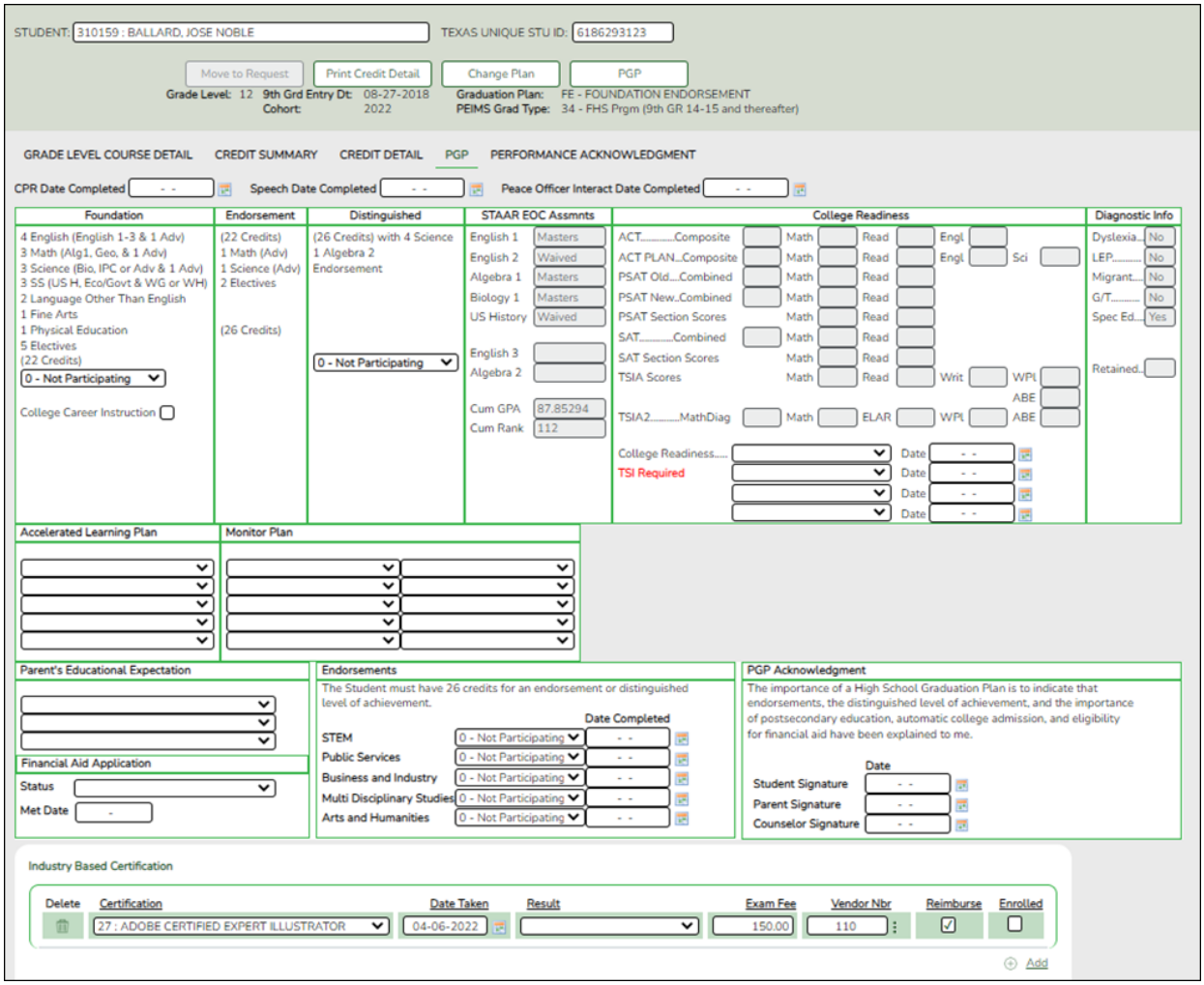
❑ STUDENT-IDENTIFICATION-SYSTEM (E1090) is the coding scheme used for identification and record-keeping purposes by schools, social services, or other agencies to refer to a student. **This is hard coded in the program as "State" and the student's SSN is used.**

❑ TX-UNIQUE-STUDENT-ID (E1523) is the unique number assigned to a student by the TEA.

❑ FISCAL-YEAR (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



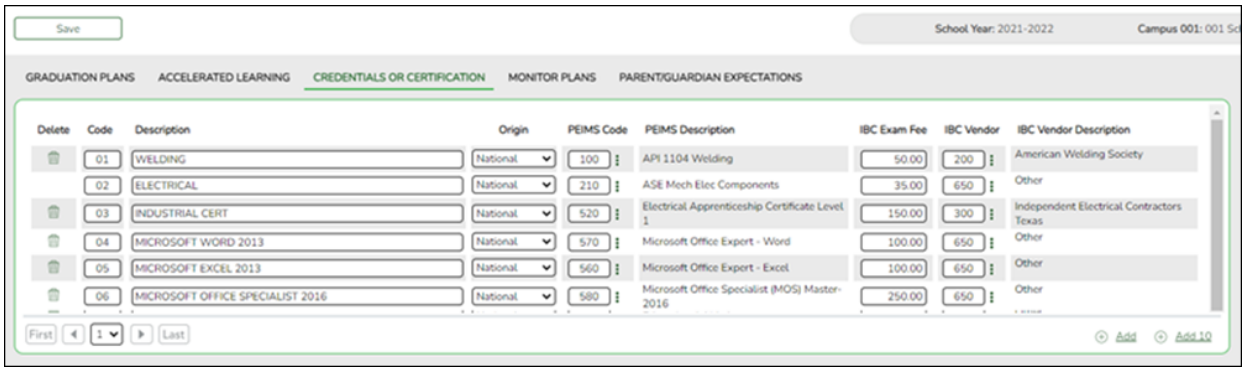
Reported Elements from PGP:

Element	Code Table	Data Element	ASCENDER Name
E1640	C214	POST-SECONDARY-CERTIFICATION-LICENSURE-CODE	Industry Based Certification
E1733	C232	POST-SECONDARY-CERTIFICATION-LICENSURE-RESULT	Industry Based Certification

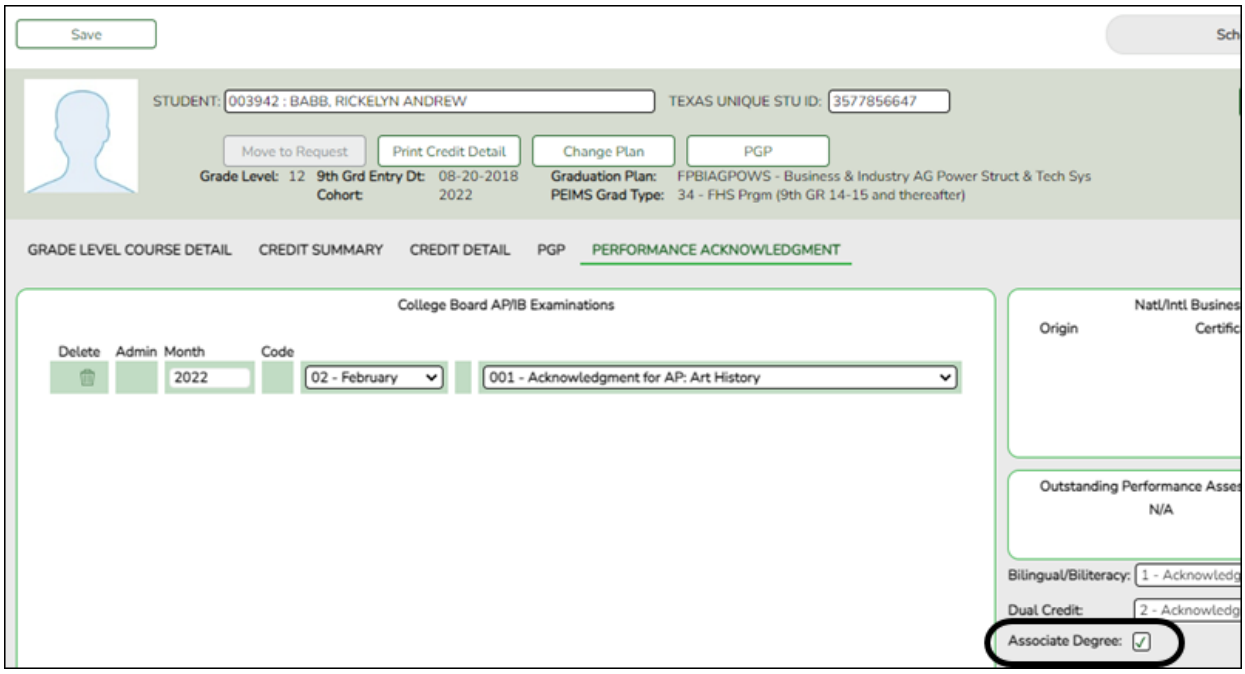
For students who do not have a graduation plan, this information is entered on ***Registration > Maintenance > Student Enrollment > Demo3***.

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***.



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



Reported Elements from Performance Acknowledgement:

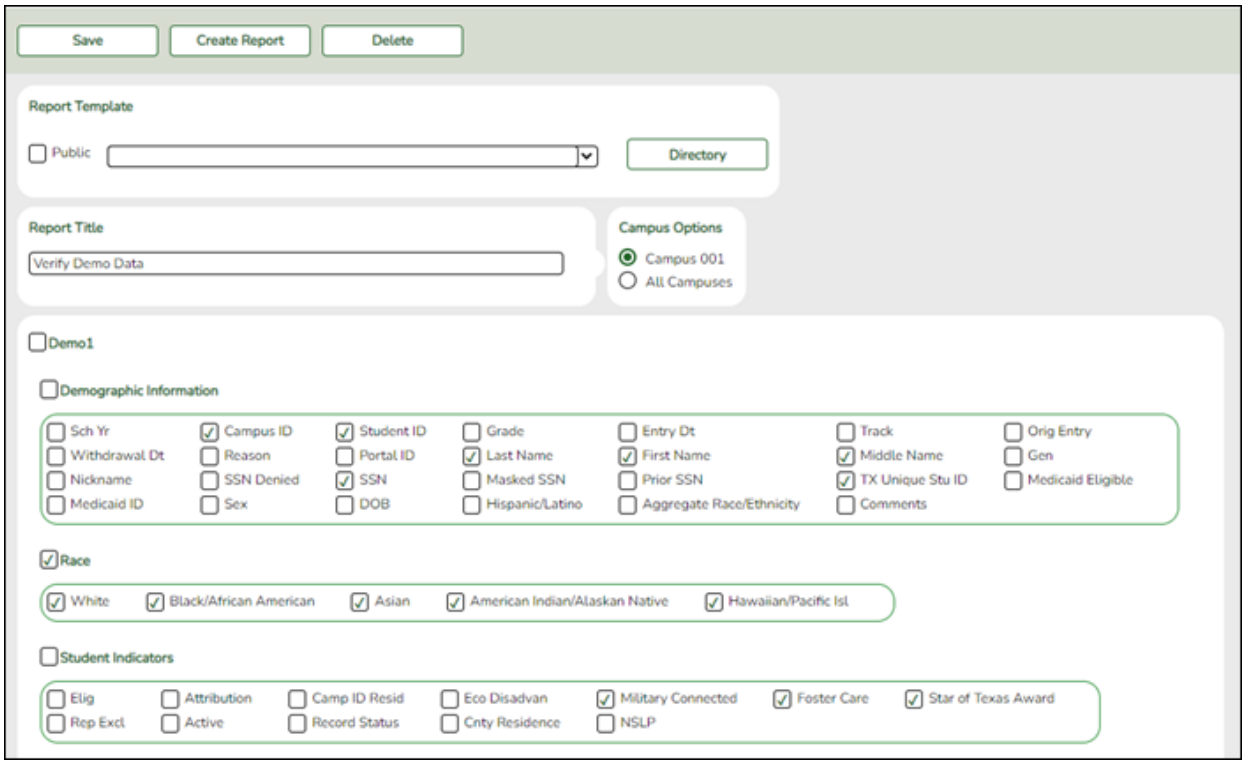
Element	Code Table	Data Element	ASCENDER Name
E1596	C088	ASSOCIATE-DEGREE-INDICATOR-CODE	Associate Degree

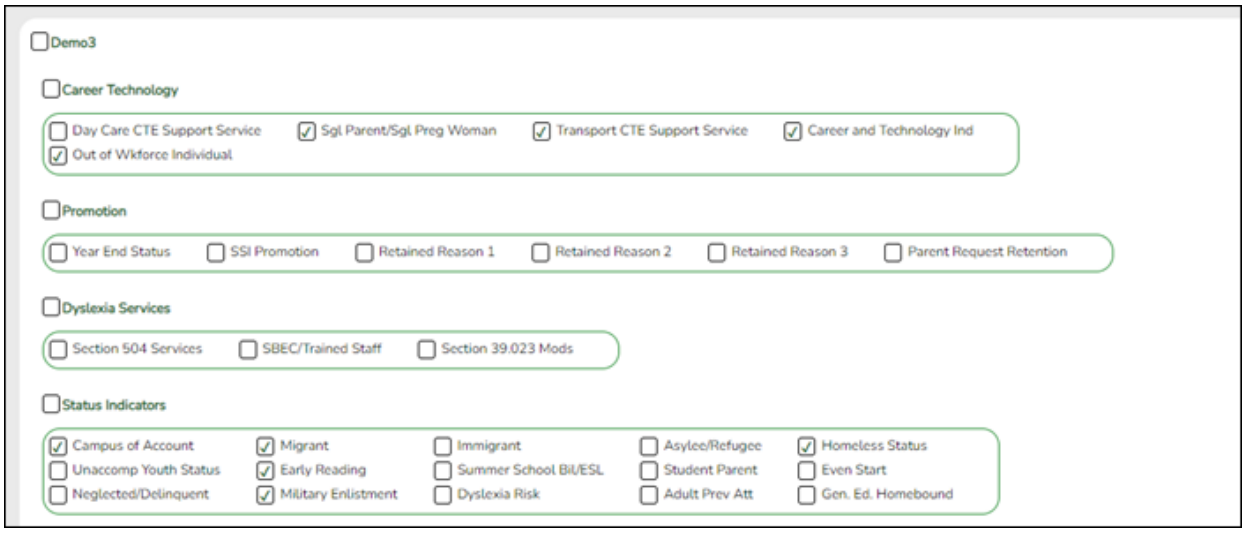
Registration

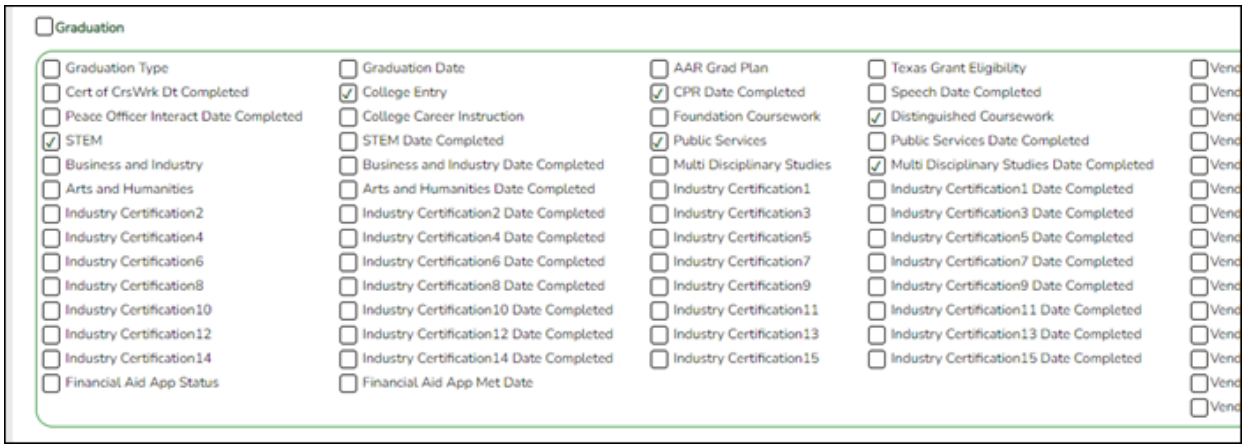
- Registration Reports

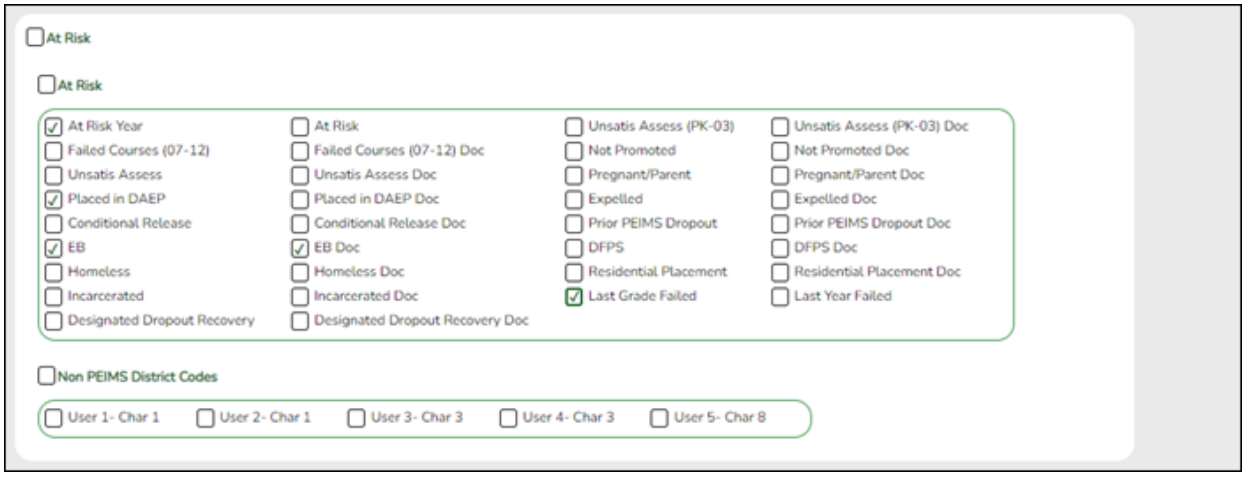
Registration data can be verified by running the following reports:

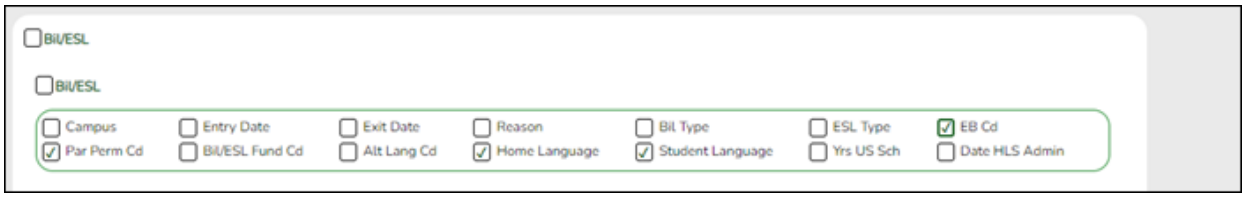
Registration > Reports > Create Registration Report

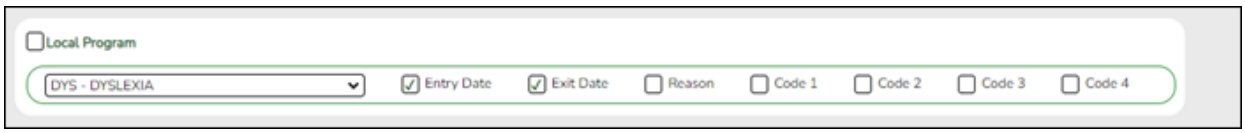












Demo1, Demo3, At Risk, Bilingual/ESL enrollment data, and local program data can be verified by creating a customized report.

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

Date Run: 9/15/2021 1:39 PM
Cnty-Dist: 964-964
Campus: 001

Student Special Program Listing
001 School

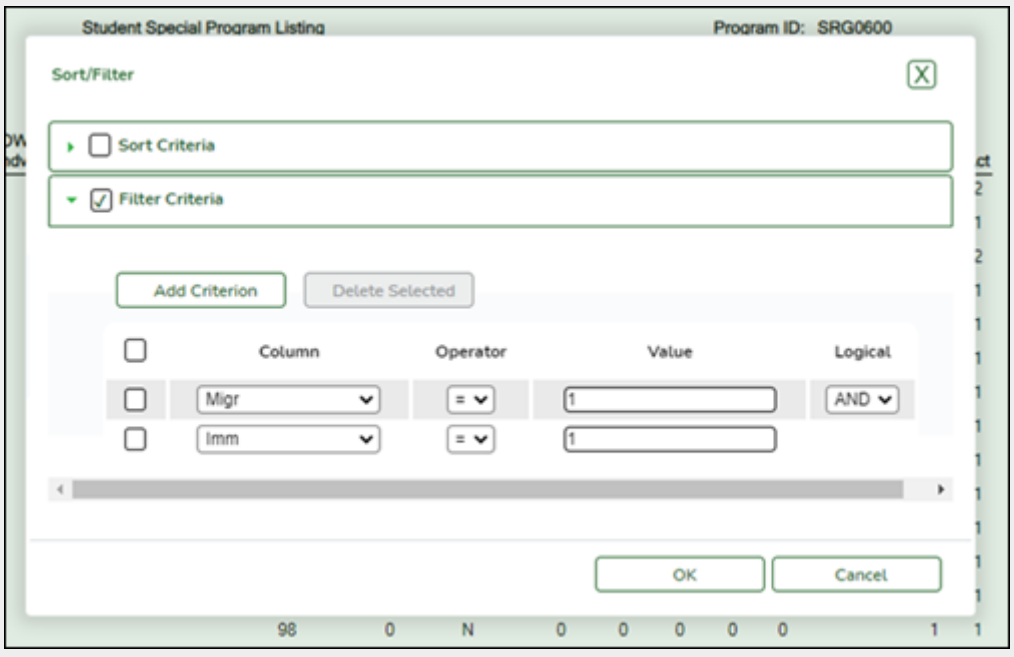
Program ID: SRG0600
Page: 1 of 27

Student Name	Student ID	Grade	Sex	Agg Ethn	CTE	Trans	OOWk Indv	Sngl Par Prg Wmn	Sp Ed	Pri Dis	Bil	TI 1	G/T	ESL	LEP	Stu Lang	Smr Bil/ ESL	PRS	Migr	Imm	Fed Conn	Par Mil	Asylee/ Refugee	Mil Conn	Foster Care	Homeless	Unacc Youth	Free/ Redu Lunch	Eco Dis Adv	All At Risk	Act
AGEE, EMMA M	003375	09	M	W	0											98		0		N		0		0	0	0	0			0	1
ALDERETE, BRIGHID M	003774	09	M	W	0											98		0		N		0		0	0	0	0		02	1	1
BAGBY, JILLIAN A	003232	09	M	H	0											98		0		N		0		0	0	0	0			0	1
BAILEY, MIA S	003795	09	F	H	0						0			0	4	01		0		N		0		0	0	0	0			0	1
BARRETT, JOY G	004277	09	F	W	0											98		0		N		0		0	0	0	0			0	1
BIANCO, CHEYENNE D	004119	09	M	W	0											98		0		N		0		0	0	0	0			0	1
BREES, KAYLA C	003484	09	M	W	0											98		0		N		0		0	0	0	0			0	1
BYRD, AYLEEN B	004053	09	M	W	0											98		0		N		0		0	0	0	0			0	1
CARVER, NICHOLAS H	003237	09	F	H	0											98		0		N		0		0	0	0	0			0	1
CARVER, TRAVIS V	003891	09	F	W	0								1			98		0		N		0		0	0	0	0			0	1
COFFEY, GRACELYN L	003830	09	F	B	0											98		0		N		0		0	0	0	0			0	1

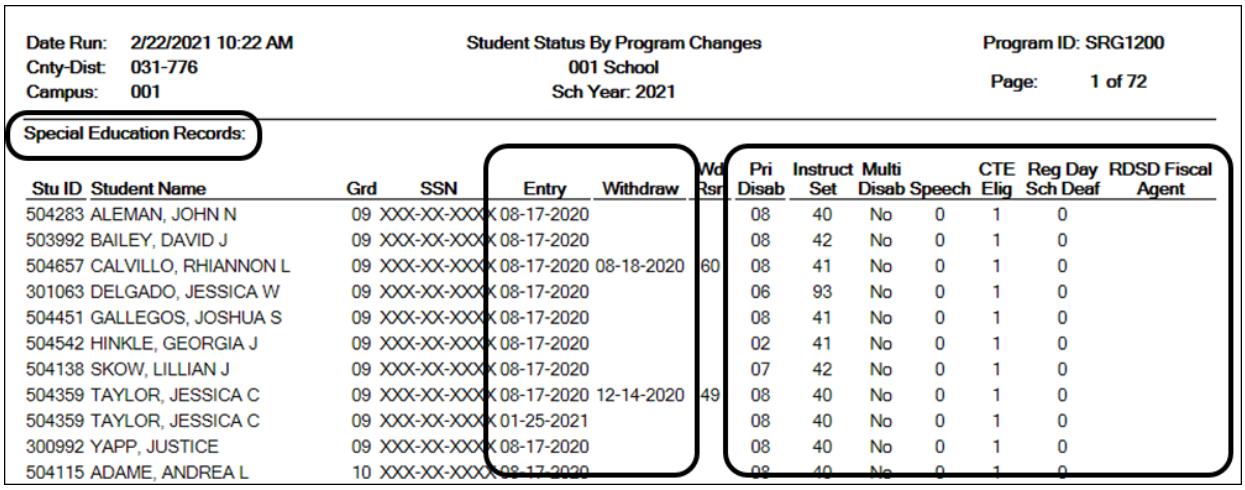
Set the **Check if At Risk Year** parameter to C *Current*.

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.



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

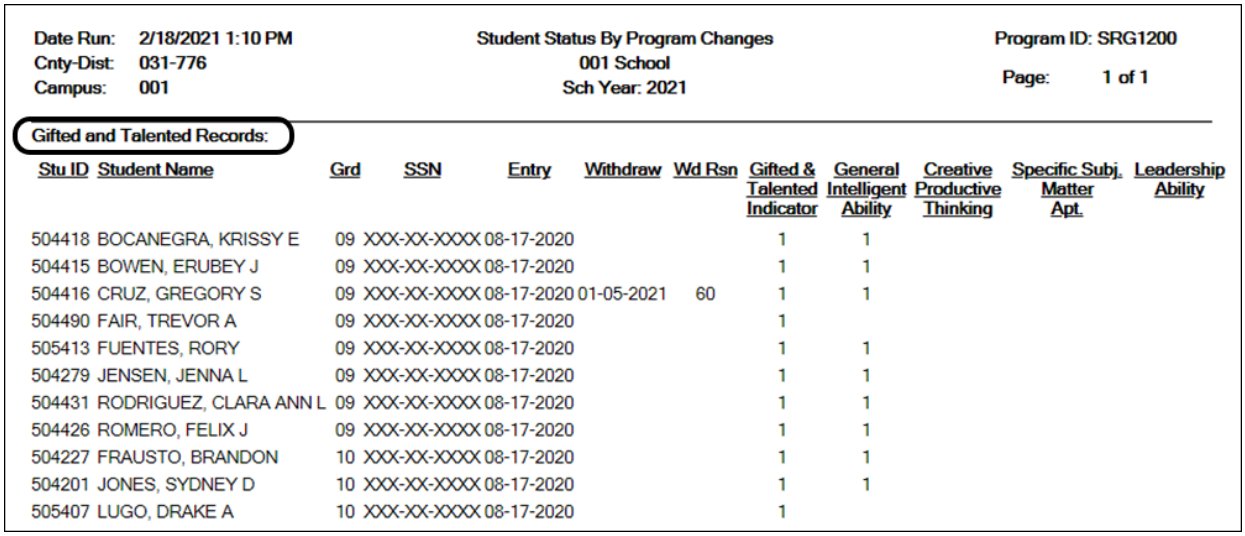
Student Status By Program Changes
001 School
Sch Year: 2021

Program ID: SRG1200
Page: 1 of 72

Special Education Records:

Stu ID	Student Name	Grd	SSN	Entry	Withdraw	Wd Rsn	Pri Disab	Instruct Set	Multi Disab	Speech	CTE Elig	Reg Day Sch	Deaf	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
Cnty-Dist: 031-776
Campus: 001

Student Status By Program Changes
001 School
Sch Year: 2021

Program ID: SRG1200
Page: 1 of 71

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

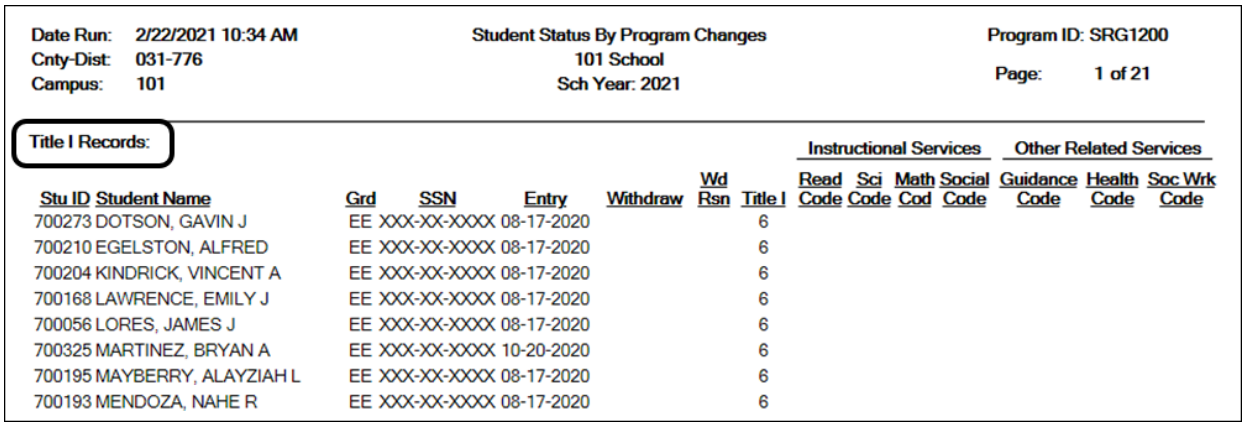
Student Status By Program Changes
101 School
Sch Year: 2021

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

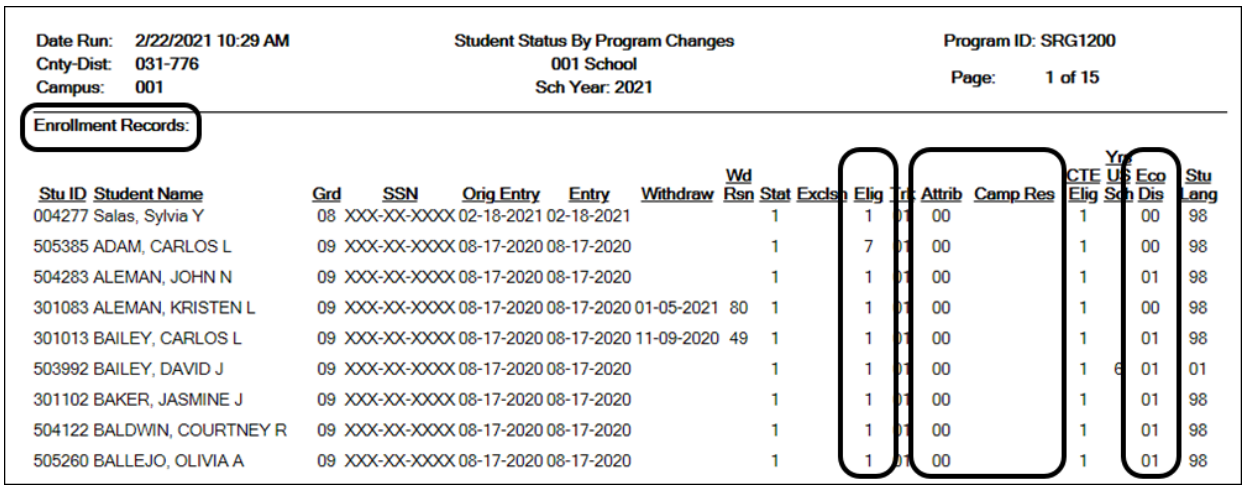
Student Status By Program Changes
101 School
Sch Year: 2021

Program ID: SRG1200
Page: 1 of 21

Title I Records:

							Instructional Services				Other Related Services		
Stu ID	Student Name	Grd	SSN	Entry	Withdraw	Wd Rsn	Title I	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
Cnty-Dist: 031-776
Campus: 001

Student Status By Program Changes
001 School
Sch Year: 2021

Program ID: SRG1200
Page: 1 of 15

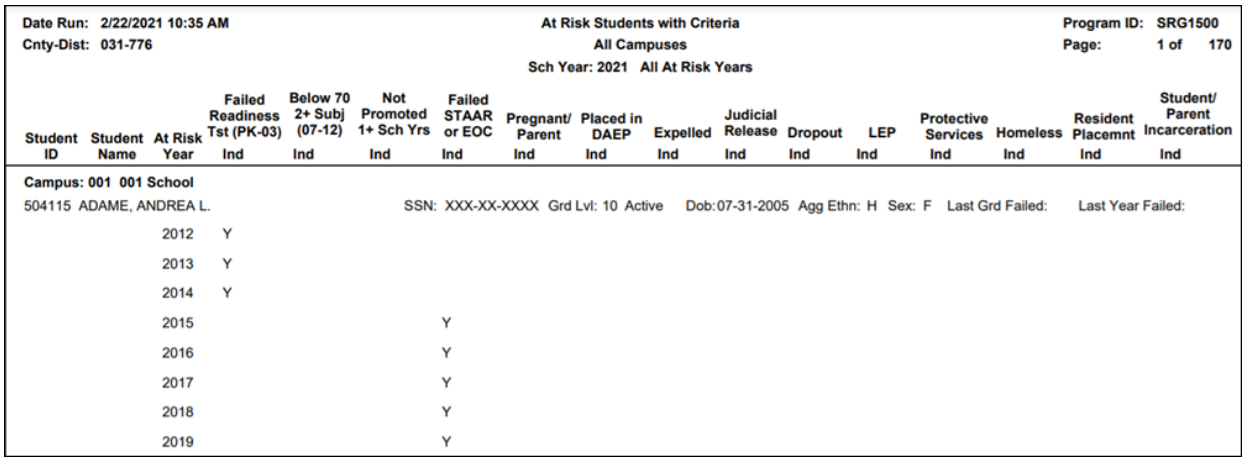
Enrollment Records:

Stu ID	Student Name	Grd	SSN	Orig Entry	Entry	Withdraw	Wd Rsn	Stat	Exclsn	Elig	Trd	Attrib	Camp Res	CTE Elig	Yrs 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



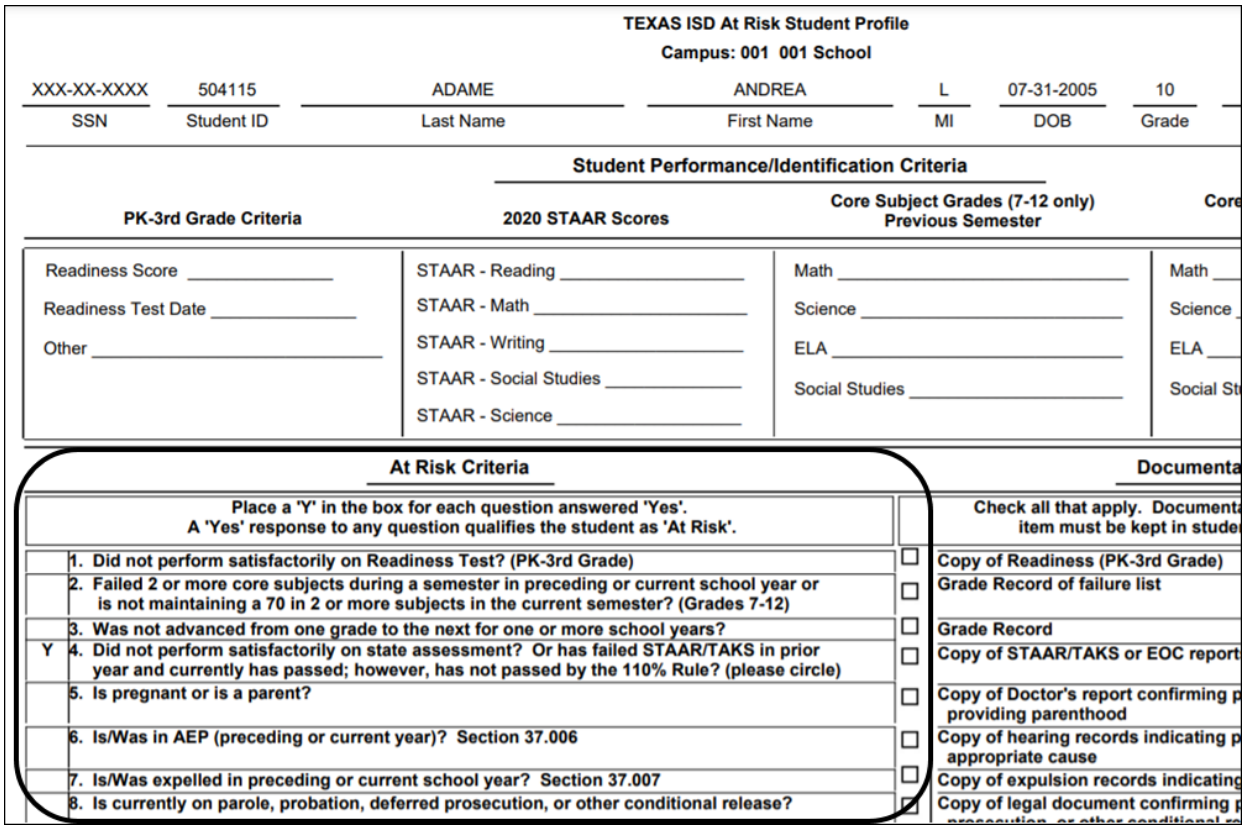
Date Run: 2/22/2021 10:35 AM — At Risk Students with Criteria — Program ID: SRG1500
Cnty-Dist: 031-776 — All Campuses — Page: 1 of 170
Sch Year: 2021 All At Risk Years

Student ID	Student Name	At Risk Year	Failed Readiness Tst (PK-03) Ind	Below 70 2+ Subj (07-12) Ind	Not Promoted 1+ Sch Yrs Ind	Failed STAAR or EOC Ind	Pregnant/ Parent Ind	Placed in DAEP Ind	Expelled Ind	Judicial Release Ind	Dropout Ind	LEP Ind	Protective Services Ind	Homeless Ind	Resident Placemnt Ind	Student/ Parent Incarceration Ind
Campus: 001 001 School																
504115	ADAME, ANDREA L.		SSN: XXX-XX-XXXX Grd Lvl: 10 Active Dob:07-31-2005 Agg Ethn: H Sex: F Last Grd Failed: Last Year Failed:													
		2012	Y													
		2013	Y													
		2014	Y													
		2015				Y										
		2016				Y										
		2017				Y										
		2018				Y										
		2019				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	504115	ADAME	ANDREA	L	07-31-2005	10
SSN	Student ID	Last Name	First Name	MI	DOB	Grade

Student Performance/Identification Criteria

PK-3rd Grade Criteria	2020 STAAR Scores	Core Subject Grades (7-12 only) Previous Semester	Core
Readiness Score _____	STAAR - Reading _____	Math _____	Math
Readiness Test Date _____	STAAR - Math _____	Science _____	Science
Other _____	STAAR - Writing _____	ELA _____	ELA
	STAAR - Social Studies _____	Social Studies _____	Social St
	STAAR - Science _____		

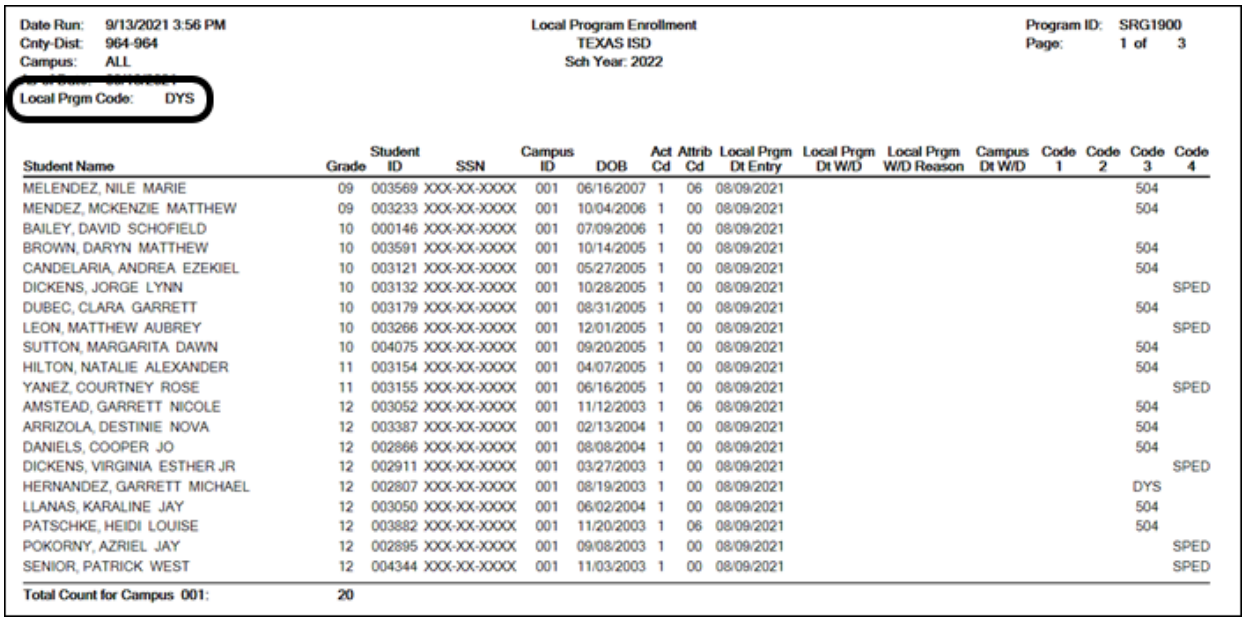
At Risk Criteria

	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. Documenta item must be kept in stude
	1. Did not perform satisfactorily on Readiness Test? (PK-3rd Grade)	☐	Copy of Readiness (PK-3rd Grade)
	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. Was not advanced from one grade to the next for one or more school years?	☐	Grade Record
Y	4. 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 report
	5. Is pregnant or is a parent?	☐	Copy of Doctor's report confirming p providing parenthood
	6. Is/Was in AEP (preceding or current year)? Section 37.006	☐	Copy of hearing records indicating p appropriate cause
	7. Is/Was expelled in preceding or current school year? Section 37.007	☐	Copy of expulsion records indicating
	8. Is currently on parole, probation, deferred prosecution, or other conditional release?	☐	Copy of legal document confirming p

(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: 9/13/2021 3:56 PM
Cnty-Dist: 964-964
Campus: ALL
Local Prgm Code: DYS

Local Program Enrollment
TEXAS ISD
Sch Year: 2022

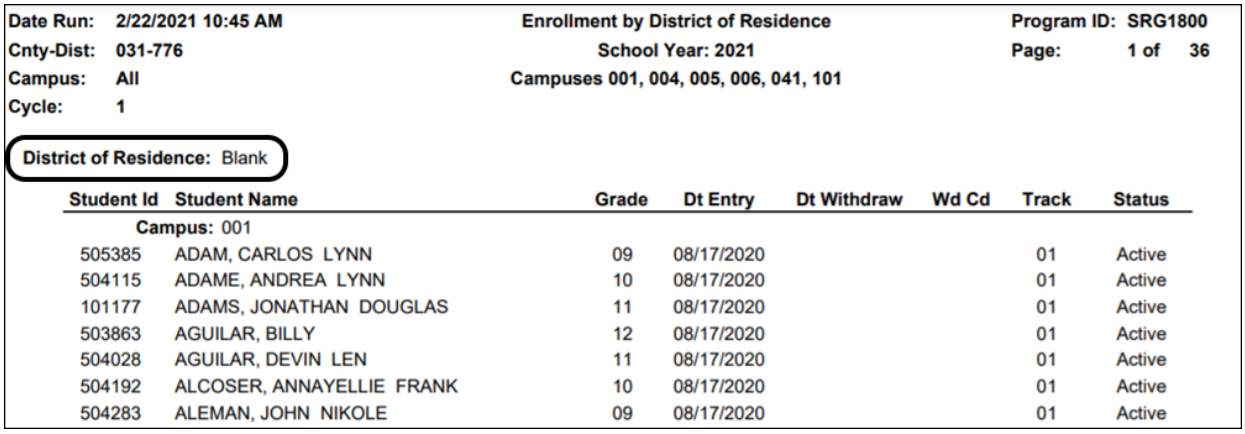
Program ID: SRG1900
Page: 1 of 3

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
MELENDEZ, NILE MARIE	09	003569	XXX-XX-XXXX	001	06/16/2007	1	06	08/09/2021						504	
MENDEZ, MCKENZIE MATTHEW	09	003233	XXX-XX-XXXX	001	10/04/2006	1	00	08/09/2021						504	
BAILEY, DAVID SCHOFIELD	10	000146	XXX-XX-XXXX	001	07/09/2006	1	00	08/09/2021							
BROWN, DARYN MATTHEW	10	003591	XXX-XX-XXXX	001	10/14/2005	1	00	08/09/2021						504	
CANDELARIA, ANDREA EZEKIEL	10	003121	XXX-XX-XXXX	001	05/27/2005	1	00	08/09/2021						504	
DICKENS, JORGE LYNN	10	003132	XXX-XX-XXXX	001	10/28/2005	1	00	08/09/2021							SPED
DUBEC, CLARA GARRETT	10	003179	XXX-XX-XXXX	001	08/31/2005	1	00	08/09/2021						504	
LEON, MATTHEW AUBREY	10	003266	XXX-XX-XXXX	001	12/01/2005	1	00	08/09/2021							SPED
SUTTON, MARGARITA DAWN	10	004075	XXX-XX-XXXX	001	09/20/2005	1	00	08/09/2021						504	
HILTON, NATALIE ALEXANDER	11	003154	XXX-XX-XXXX	001	04/07/2005	1	00	08/09/2021						504	
YANEZ, COURTNEY ROSE	11	003155	XXX-XX-XXXX	001	06/16/2005	1	00	08/09/2021							SPED
AMSTEAD, GARRETT NICOLE	12	003052	XXX-XX-XXXX	001	11/12/2003	1	06	08/09/2021						504	
ARRIZOLA, DESTINIE NOVA	12	003387	XXX-XX-XXXX	001	02/13/2004	1	00	08/09/2021						504	
DANIELS, COOPER JO	12	002866	XXX-XX-XXXX	001	08/08/2004	1	00	08/09/2021						504	
DICKENS, VIRGINIA ESTHER JR	12	002911	XXX-XX-XXXX	001	03/27/2003	1	00	08/09/2021							SPED
HERNANDEZ, GARRETT MICHAEL	12	002807	XXX-XX-XXXX	001	08/19/2003	1	00	08/09/2021						DYS	
LLANAS, KARALINE JAY	12	003050	XXX-XX-XXXX	001	06/02/2004	1	00	08/09/2021						504	
PATSCHKE, HEIDI LOUISE	12	003882	XXX-XX-XXXX	001	11/20/2003	1	06	08/09/2021						504	
POKORNY, AZRIEL JAY	12	002895	XXX-XX-XXXX	001	09/08/2003	1	00	08/09/2021							SPED
SENIOR, PATRICK WEST	12	004344	XXX-XX-XXXX	001	11/03/2003	1	00	08/09/2021							SPED
Total Count for Campus 001:	20														

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: 2/22/2021 10:45 AM — Enrollment by District of Residence — Program ID: SRG1800
Cnty-Dist: 031-776 — School Year: 2021 — Page: 1 of 36
Campus: All — Campuses 001, 004, 005, 006, 041, 101
Cycle: 1

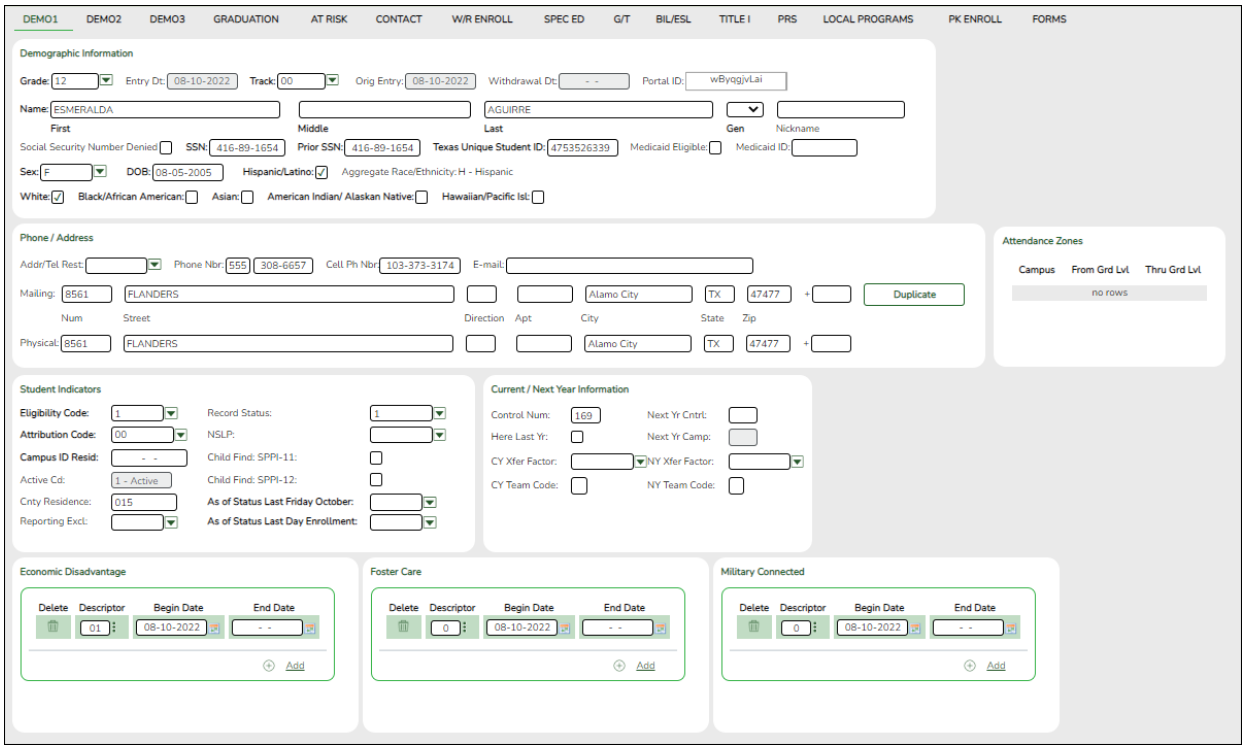
District of Residence: Blank

Student Id	Student Name	Grade	Dt Entry	Dt Withdraw	Wd Cd	Track	Status
Campus: 001							
505385	ADAM, CARLOS LYNN	09	08/17/2020			01	Active
504115	ADAME, ANDREA LYNN	10	08/17/2020			01	Active
101177	ADAMS, JONATHAN DOUGLAS	11	08/17/2020			01	Active
503863	AGUILAR, BILLY	12	08/17/2020			01	Active
504028	AGUILAR, DEVIN LEN	11	08/17/2020			01	Active
504192	ALCOSER, ANNAYELLIE FRANK	10	08/17/2020			01	Active
504283	ALEMAN, JOHN NIKOLE	09	08/17/2020			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:

Element	Code Table	Data Element	ASCENDER Name
E0703	—-	FIRST-NAME	Name - First
E0704	—-	MIDDLE-NAME	Name - Middle
E0705	—-	LAST-NAME	Name - Last
E0706	—-	GENERATION-CODE	Name - Gen
E0001	—-	STUDENT-ID	SSN
E0004	C013	SEX-CODE	Sex
E0006	—	DATE-OF-BIRTH	DOB
E1064	C088	HISPANIC-LATINO-CODE	Hispanic/Latino
E1063	C088	WHITE-CODE	White
E1061	C088	BLACK-AFRICAN-AMERICAN-CODE	Black/African American
E1060	C088	ASIAN-CODE	Asian
E1059	C088	AMERICAN-INDIAN-ALASKA-NATIVE-CODE	American Indian/ Alaskan Native
E1062	C088	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE	Hawaiian/Pacific Isl
E0787	C059	ADA-ELIGIBILITY-CODE	Elig Code
E0785	C054	ECONOMIC-DISADVANTAGE-CODE	Eco Disadvan
E1529	C197	MILITARY-CONNECTED-STUDENT-CODE	Military Connected
E1528	C196	FOSTER-CARE-INDICATOR-CODE	Foster Care
E1601	C088	STAR-OF-TEXAS-INDICATOR-CODE	Star of Texas

Element	Code Table	Data Element	ASCENDER Name
E0017	C050	GRADE-LEVEL-CODE	Grade **NOTE**: Grade level accuracy is very important when reporting 9th grade entry date because it identifies the student's cohort for the Accountability Completion Rate indicator, and it determines graduation type codes used for future reporting of leaver records upon graduation.
E0903	—-	CAMPUS-ID-OF-RESIDENCE	Camp Id Resid
E1000	C161	STUDENT-ATTRIBUTION-CODE	Attribution Cd

- Registration > Maintenance > Student Enrollment > Demo2

❑ 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**.

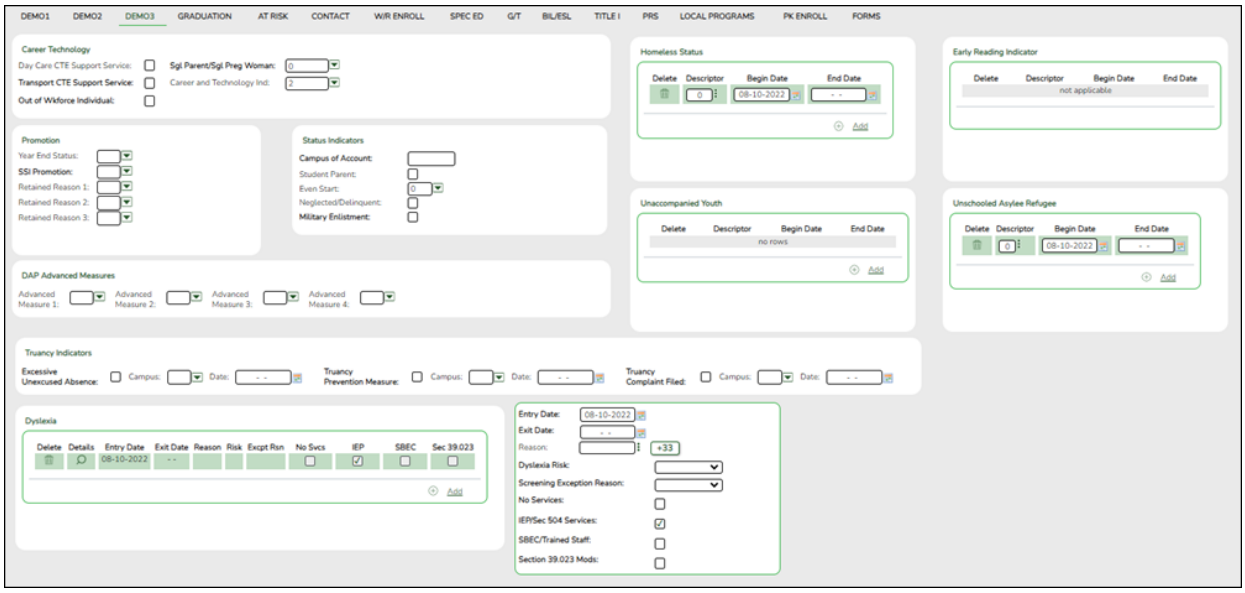
   Records are created in the census block table that contain the student's social security number and GEO ID.

❑ 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.

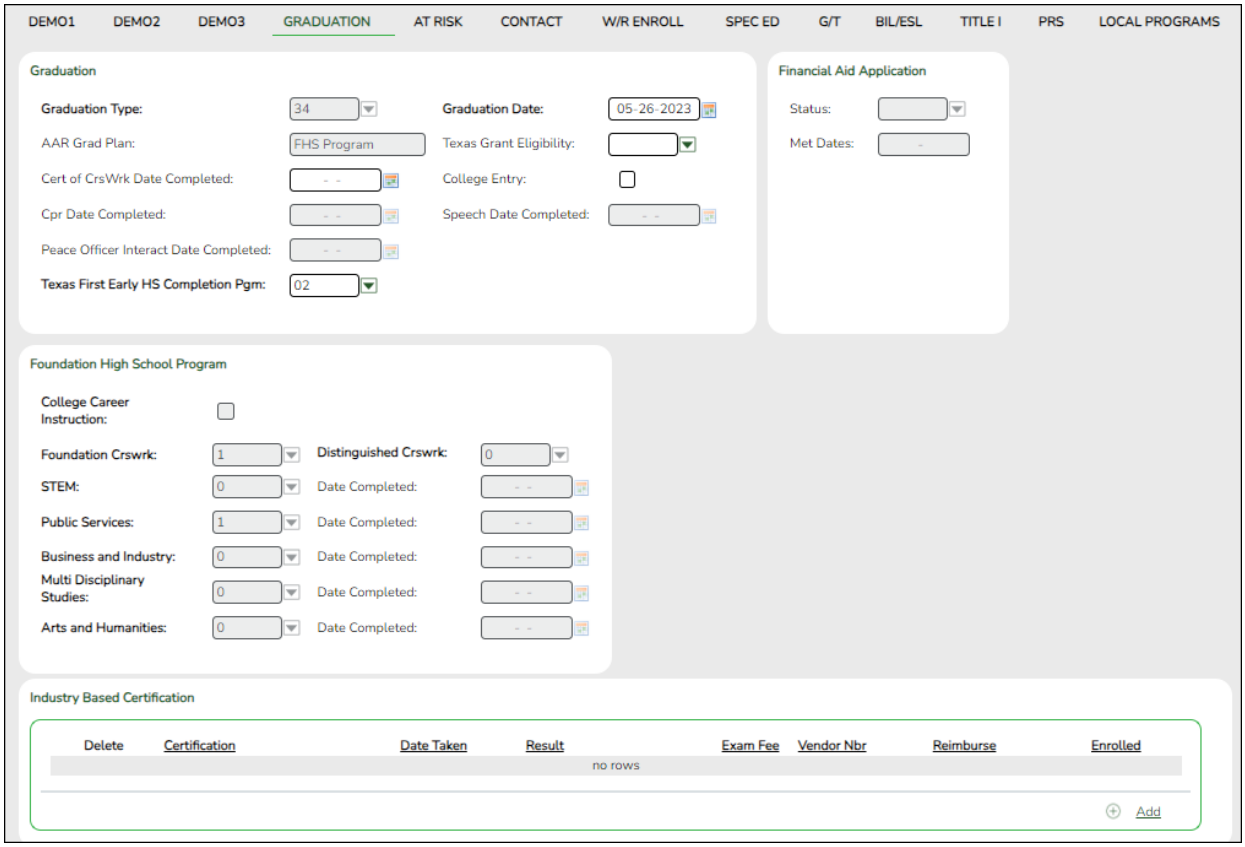
- Registration > Maintenance > Student Enrollment > Demo3



Reported Elements from Demo3:

Element	Code Table	Data Element	ASCENDER Name
E1076	C183	UNSCHOOLED-ASYLEE/REFUGEE-CODE	Asylee/Refugee Cd
E1082	C189	HOMELESS-STATUS-CODE	Homeless Status Cd
E1084	C192	UNACCOMPANIED-YOUTH-STATUS-CODE	Unaccomp Youth Status Cd
E1522	C195	EARLY-READING-INDICATOR-CODE	Early Reading Cd
E1027	—-	CAMPUS-ID-OF-ACCOUNTABILITY	Campus of Account

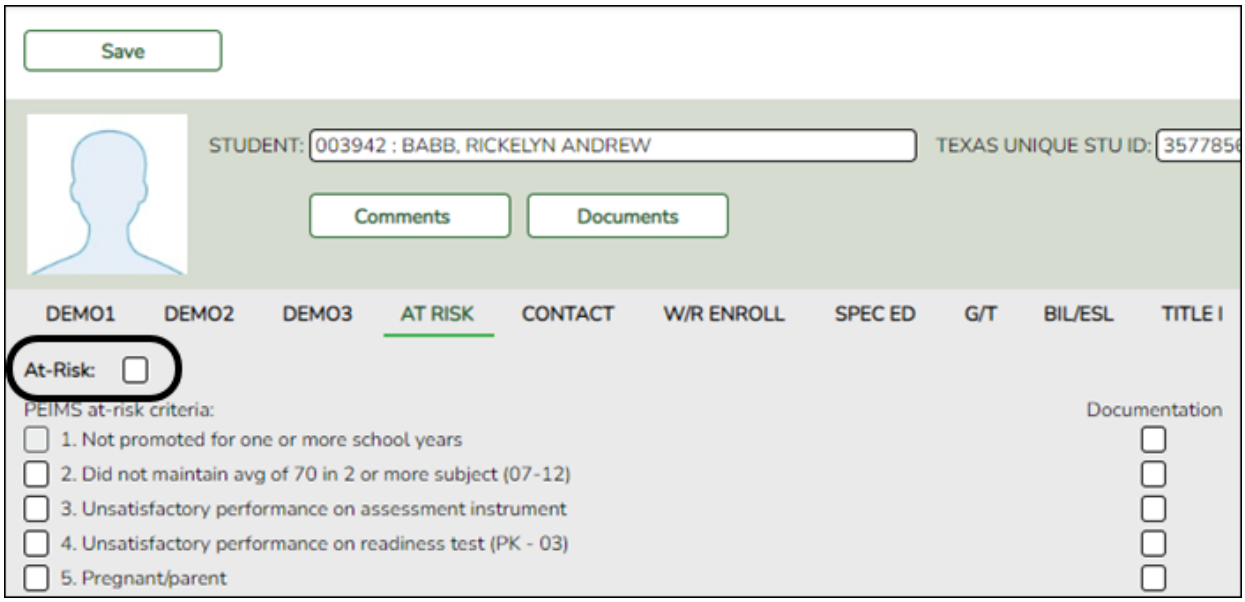
- Registration > Maintenance > Student Enrollment > Graduation



Reported Elements from Graduation:

Element	Code Table	Data Element	ASCENDER Name
E1640	C214	POST-SECONDARY-CERTIFICATION-LICENSURE-CODE	Industry Based Certification
E1654	—-	IBC-EXAM-FEE-AMOUNT	Migrant
E1655	C226	IBC-VENDOR-CODE	Immigrant
E1733	C232	POST-SECONDARY-CERTIFICATION-LICENSURE-RESULT	Immigrant
E1724	C230	FINANCIAL-AID-APPLICATION-CODE	—-
E1736	C233	TEXAS-FIRST-EARLY-HS-COMPLETION-PROGRAM	Texas First Early HS Completion Pgm

- Registration > Maintenance > Student Enrollment > At Risk



Reported Elements from At Risk:

Element	Code Table	Data Element	ASCENDER Name
E0919	C088	AT-RISK-INDICATOR-CODE	At Risk

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**

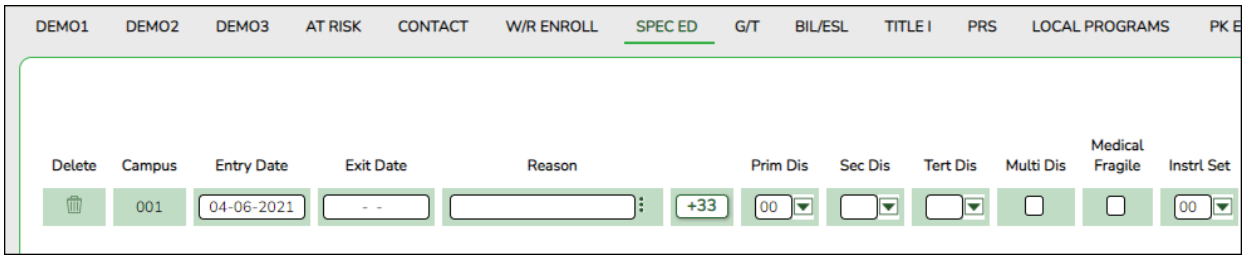
- **9. Previous PEIMS dropout**
- **13. Residential Placement**
- **14. Incarcerated or parent/guardian has been incarcerated during the student's lifetime, per Penal Code Section 1.07**
- **15. Enrolled in a designated dropout recovery school under TEC §39.0548.**

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

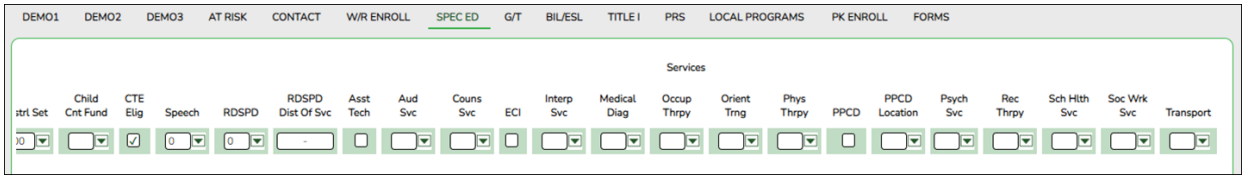
- The following PEIMS at-risk criteria fields are automatically set by the program:
  - **3. Not promoted for one or more school years** - This indicator is selected if the student did not advance from one grade level to the next for one or more school years. (Note that grade levels EE and KG are excluded; 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.

- Registration > Maintenance > Student Enrollment > SpecEd



Scroll to the right:



Reported Elements from SpecEd:

Element	Code Table	Data Element	ASCENDER Name
E1794	C088	SPECIAL-ED-INDICATOR-CODE	—-

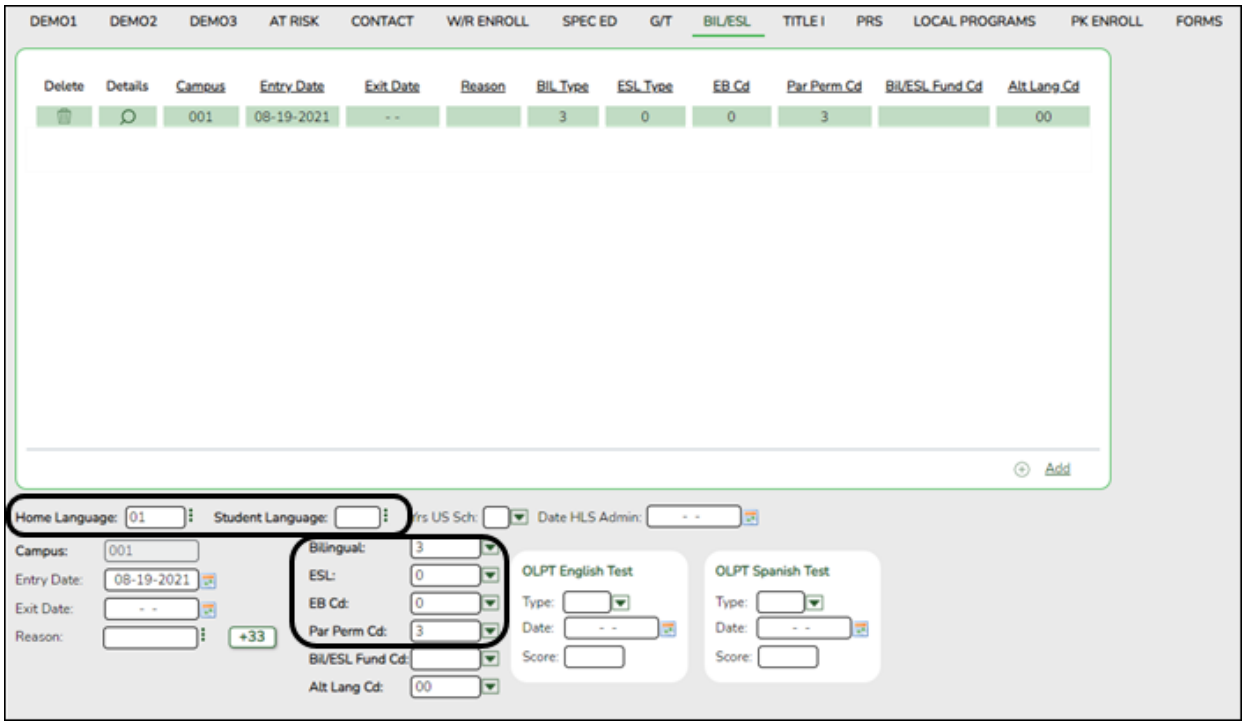
Element	Code Table	Data Element	ASCENDER Name
E0041	C053	PRIMARY-DISABILITY-CODE	Prim Dis
E0173	C035	INSTRUCTIONAL-SETTING-CODE	Instrl Set
E0857	C095	SPEECH-THERAPY-INDICATOR-CODE	Speech
E0833	C067	REG-DAY-SCH-PROG-DEAF-CODE	RDSPD
E1527	—-	DISTRICT-OF-RDSPD-SERVICE	RDSPD Dist Of Svc
E0834	C053	SECONDARY-DISABILITY-CODE	Sec Dis
E0835	C053	TERTIARY-DISABILITY-CODE	Tert Dis
E0882	C088	MULTIPLY-DISABLED-INDICATOR-CODE	XXXX
E0832	C066	CHILD-COUNT-FUNDING-TYPE-CODE	Child Cnt Fund
E0900	C088	EARLY-CHILDHOOD-INTERV-IND-CODE	ECI
E0999	C088	MEDICALLY-FRAGILE-IND-CODE	Medical Fragile
E0997	C088	ASSISTIVE-TECH-INDICATOR-CODE	Asst Tech
E0838	C088	AUDIOLOGICAL-SERV-IND-CODE	Aud Svcs
E0840	C088	COUNSELING-SERVICES-IND-CODE	Couns Svcs
E1040	C174	INTERPRETING-SERVICES-TYPE-CODE	Interp Svcs
E0841	C088	MEDICAL-DIAGNOSTIC-SERV-IND-CODE	Medical Diag
E0843	C088	OCCUPATIONAL-THERAPY-IND-CODE	Occup Thrpy
E0844	C088	ORIENT-MOBILITY-TRNG-IND-CODE	Orient Trng
E0845	C088	PHYSICAL-THERAPY-IND-CODE	Phys Thrpy
E0899	C088	PRESCHL-PROG-CHLDRN-WITH-DISAB-IND-CD	PPCD
E1077	C088	PPCD-SERVICE-LOCATION-CODE	PPCD Location
E0846	C088	PSYCHOLOGICAL-SERVICES-IND-CODE	Pysch Svcs
E0847	C088	RECREATION-IND-CODE	Rec Thrpy
E0848	C088	SCHOOL-HEALTH-SERVICES-IND-CODE	Sch Hlth Svcs
E0849	C088	SOCIAL-WORK-SERVICES-IND-CODE	Soc Wrk Svcs
E0851	C088	TRANSPORTATION-INDICATOR-CODE	Transport

- Registration > Maintenance > Student Enrollment > G/T

Reported Elements from G/T:

Element	Code Table	Data Element	ASCENDER Name
E0034	C088	GIFTED-TALENTED-INDICATOR-CODE	Gift/Talent

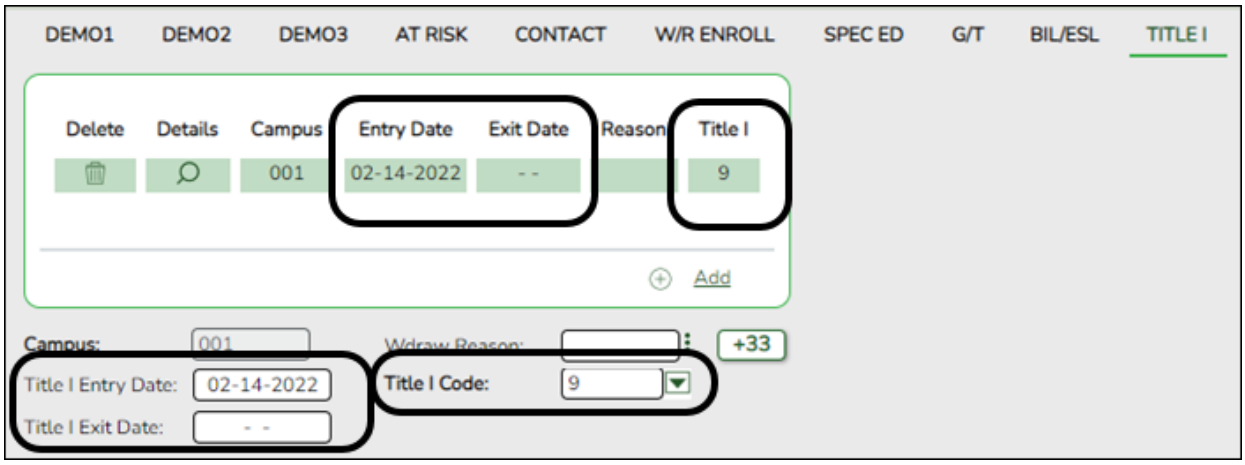
- Registration > Maintenance > Student Enrollment > Bil/ESL



Reported Elements from Bil/ESL:

Element	Code Table	Data Element	ASCENDER Name
E0895	C092	HOME-LANGUAGE-CODE	Home Lang
E1590	C092	STUDENT-LANGUAGE-CODE	Student Language
E0790	C061	EMERGENT-BILINGUAL-INDICATOR-CODE	EB Cd
E0896	C093	PARENTAL-PERMISSION-CODE	Par Perm Cd
E1042	C175	BILINGUAL-PROGRAM-TYPE-CODE	BIL Type/Bilingual
E1043	C176	ESL-PROGRAM-TYPE-CODE	ESL Type\ESL
E1642	C221	ALTERNATIVE-LANGUAGE-PROGRAM-CODE	Alt Lang Cd

- Registration > Maintenance > Student Enrollment > Title I



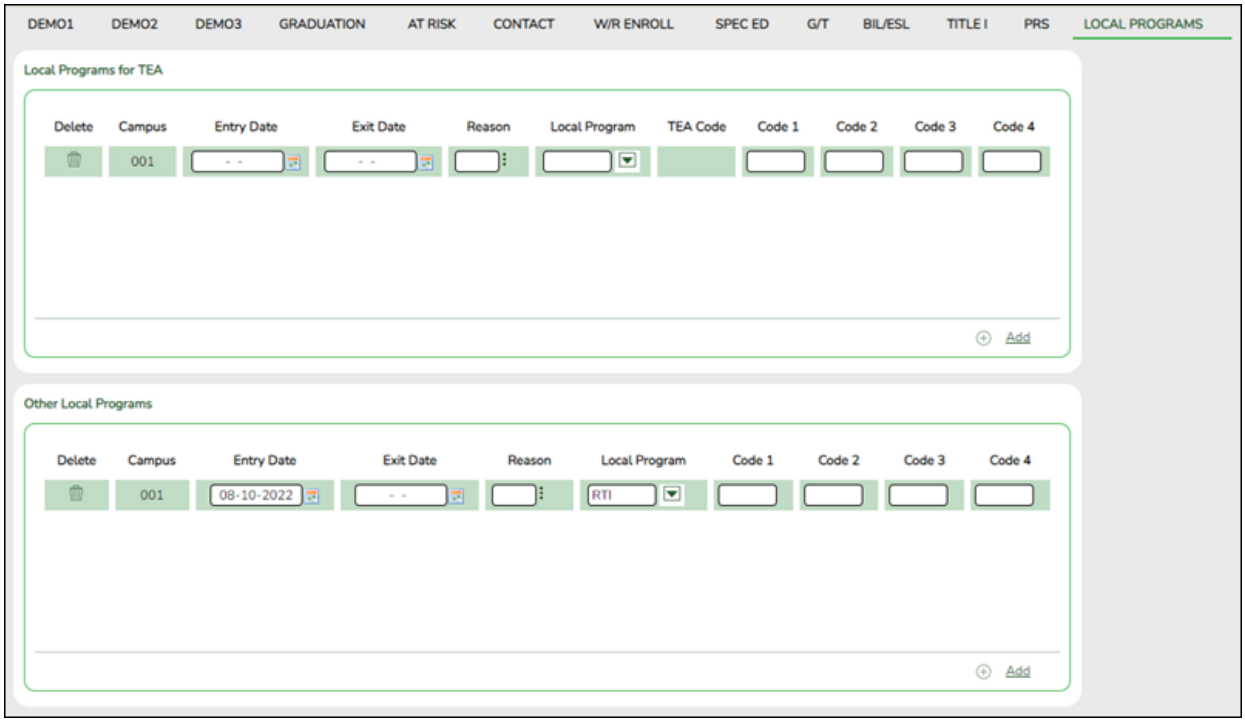
Reported Elements from Title I:

Element	Code Table	Data Element	ASCENDER Name
E0894	C122	TITLE-I-PART-A-INDICATOR-CODE	Title I

- 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.

- Registration > Maintenance > Student Enrollment > Local Programs



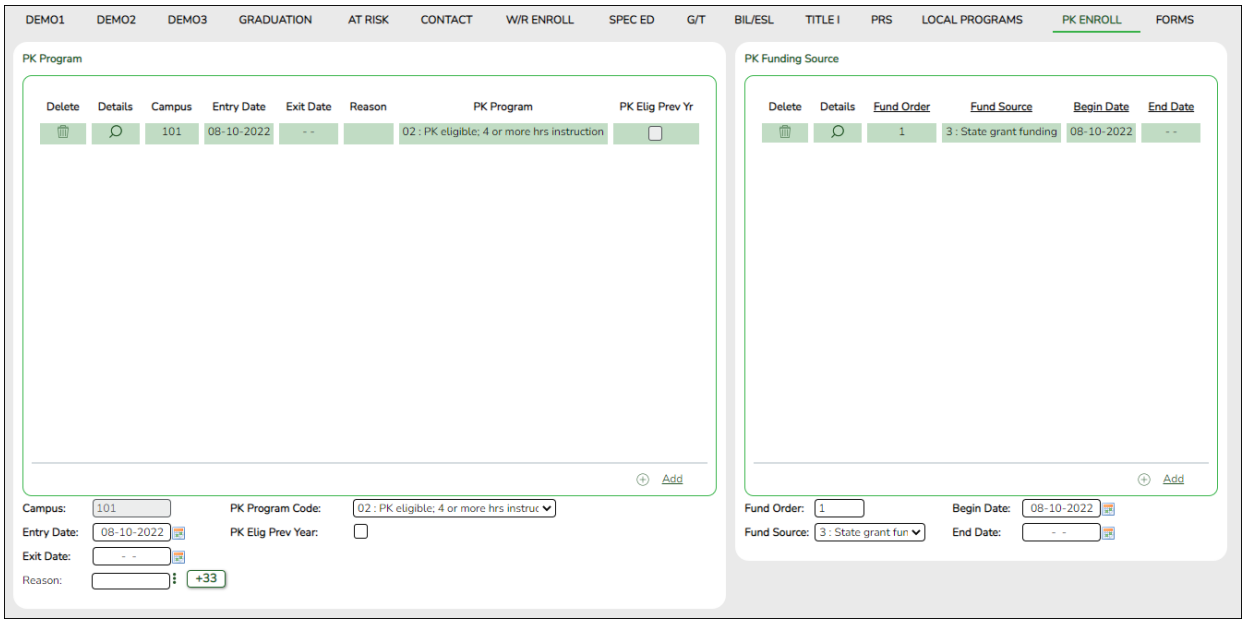
If the student is enrolled in the program, the **Other Spc Pgms** field will be set to the district-defined code for the program.

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.

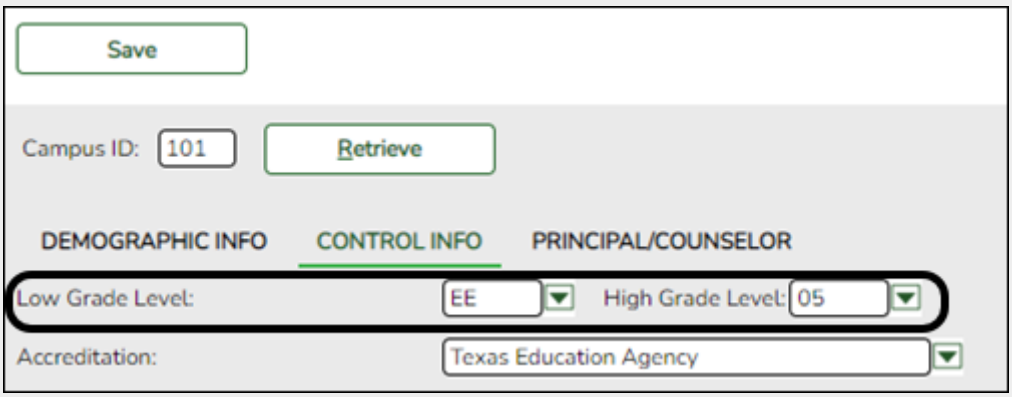
Reported Elements from Local Programs:

Element	Code Table	Data Element	ASCENDER Name
E1660	C088	ADULT-PREVIOUS-ATTENDANCE-INDICATOR-CODE	—-
E0984	C088	MIGRANT-INDICATOR-CODE	Migrant
E0797	C088	IMMIGRANT-INDICATOR-CODE	Immigrant
E1559	C088	T-STEM-INDICATOR-CODE	—-
E1560	C088	ECHS-INDICATOR-CODE	—-
E1530	C088	DYSLEXIA-INDICATOR-CODE	—-
E1054	C178	CRISIS-CODE (E1054)	—-
E1612	C088	P-TECH-INDICATOR-CODE	—-
E1602	C088	INTERVENTION-STRATEGY-INDICATOR-CODE	—-
E1603	C088	SECTION-504-INDICATOR-CODE	—-
E1729	C088	PARENT-REQUEST-RETENTION-INDICATOR	Parent Request Retention

- 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:

Element	Code Table	Data Element	ASCENDER Name
E1078	C185	PK-PROGRAM-TYPE-CODE	PK Program Cd
E1079	C186	PRIMARY-PK-FUNDING-SOURCE	PK Funding Source

Element	Code Table	Data Element	ASCENDER Name
E1080	C186	SECONDARY-PK-FUNDING-SOURCE	PK Secondary Funding
E1649	C088	PK-ELIGIBLE-PREVIOUS-YEAR-INDICATOR-CODE	PK Elig Prev Year

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.

- No Show students

Registration > Maintenance > Student Enrollment > W/R Enroll

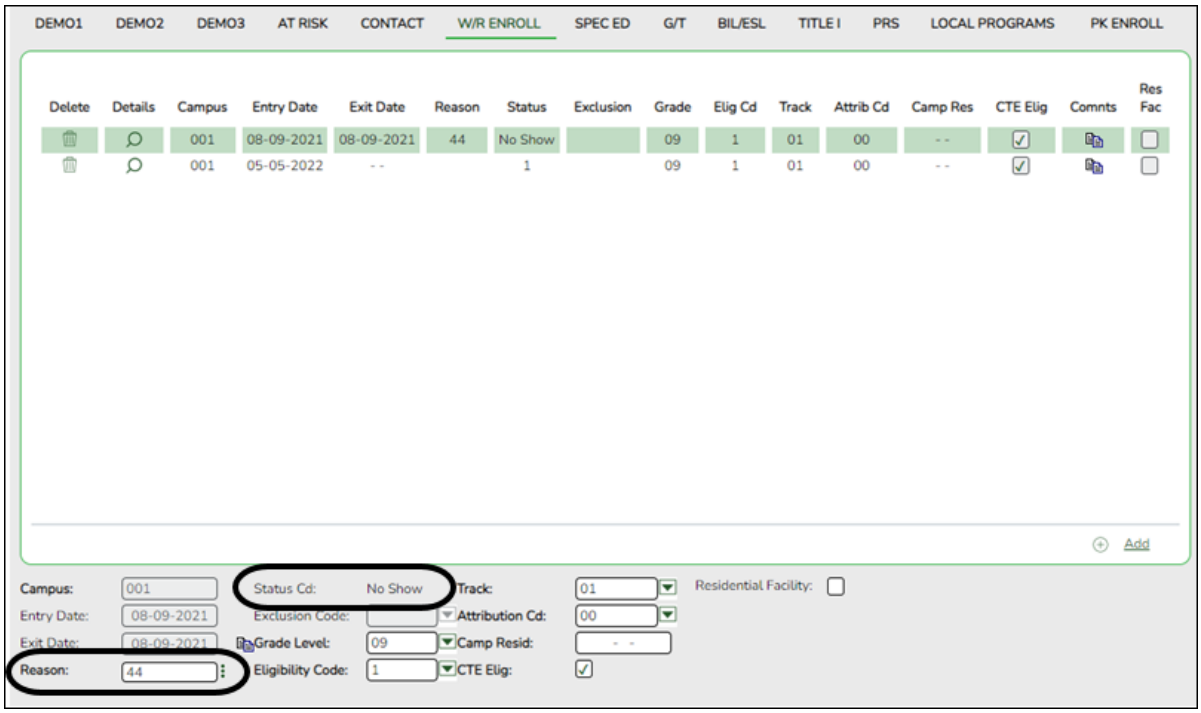
Every student who is withdrawn with **Reason** code 44 (i.e., *No Show*) will automatically be set to code 98 (i.e., *Dropout*) when the fall data is extracted. If this is not correct for the student, you must change the student's status code from 44 to the appropriate code once the correct code is determined.

NOTE: The following withdrawal codes are also set to code 98 when the fall data is extracted: 02, 04, 09, 10, 14, 15, 19, 22, 30, 44, 61, 72, 79, and 84.

The following codes are set to blank and are not extracted: 31, 33, 49, 63, 64, 80, and EP.

Any user-defined codes that do not get set to blank will be set to code 98.

If the student met graduation requirements by August 31, change the **Reason** code from 44 (i.e., *No Show*) to 01 (i.e., *Graduated from a campus in this district or charter*) and enter the student's graduation date. It is not necessary to create a leaver record on the Prior Year Leaver Tracking page.



Registration > Reports > Registration Reports > Withdrawal > SRG2200 -

Student No Show Report

Date Run:
Cnty-Dist: 015-102
Campus: 103

Student No Show Report
103 School - 2 - 4
Sch Year: 2020 For Campuses: 001, 041, 102, 103,

Program
Page:

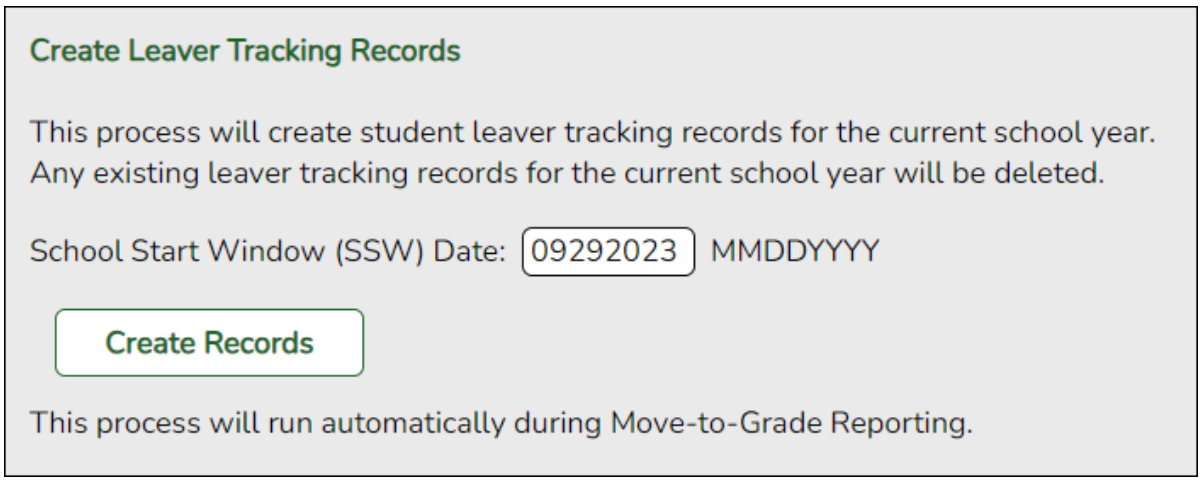
Student Name	Grade	Track	Student ID	Actv Cd	Orig Entry Date	WD Code	WD Date	P
ACEVEDO, MICHAEL G.	03	01	100095	2	09/10/2019	44	09/10/2019	
APPEL, CHRISTIAN J.	03	01	101617	2	09/10/2019	44	09/10/2019	
AREVALO, ANIYAH M.	03	01	103970	2	09/10/2019	44	09/10/2019	
BANDY, RAUL L.	03	01	100953	2	09/10/2019	44	09/10/2019	
CHAVEZ, MADISON L.	03	01	102313	2	09/10/2019	44	09/10/2019	
CROFT, ANNE-MARIE E.	03	01	103860	2	09/10/2019	44	09/10/2019	
DELGADO, KENLEY B.	03	01	102149	2	09/10/2019	44	09/10/2019	
DOUGLAS, MARK N.	03	01	000183	2	09/10/2019	44	09/10/2019	

Use SRG2200 to determine the students for whom you need to update code 44. The **Ending School Year** parameter should be set to the ending year of the current school year.

- Leaver tracking

Registration > Utilities > Create Leaver Tracking Records

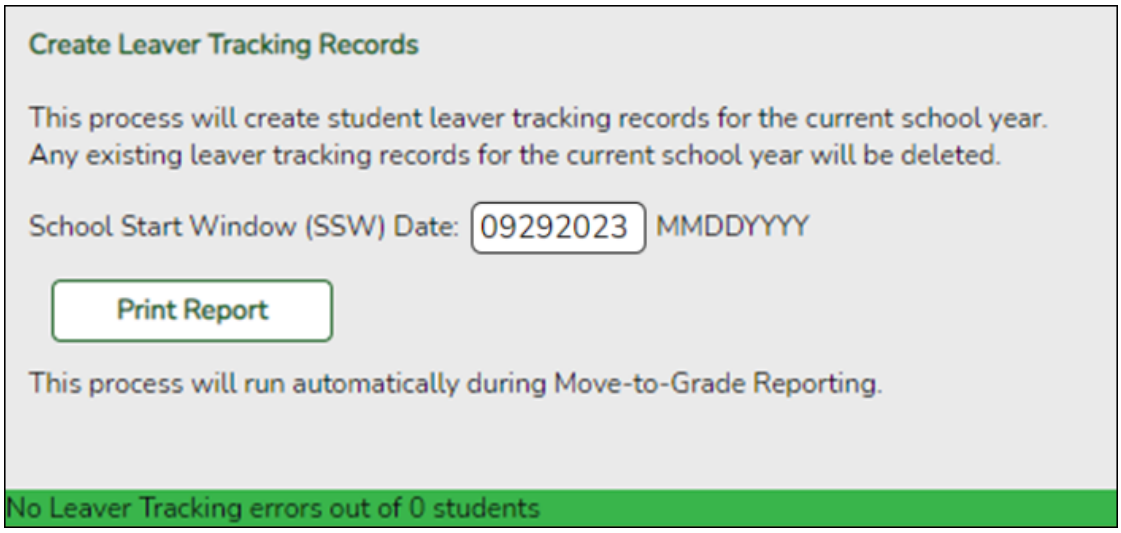
This utility creates leaver tracking records for the current school year for graduates, withdrawn students, and No Show students as part of the Move to Grade Reporting process. Any existing leaver tracking records for the current school year are deleted.



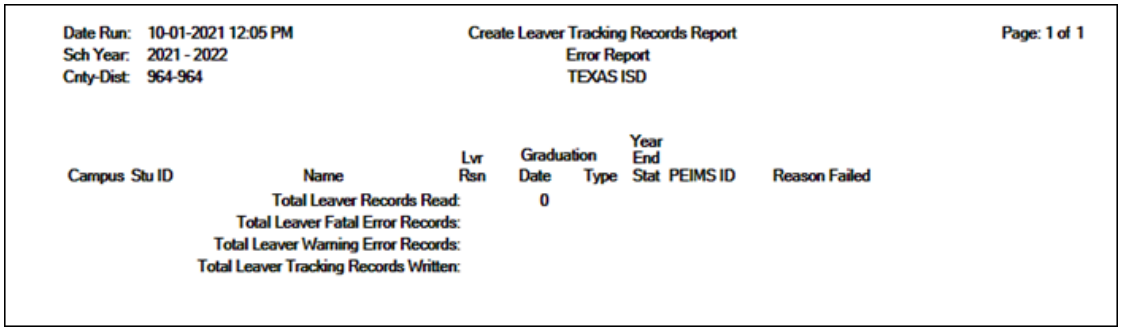
For the for the 2023-2024 school year, type 09292023 for the **School Start Window (SSW) Date**.

❑ Click **Create Tracking Records** to run the utility.

- If errors are encountered, the number of errors is displayed. Otherwise, “No Leaver Tracking errors out of xxxx students” is displayed.

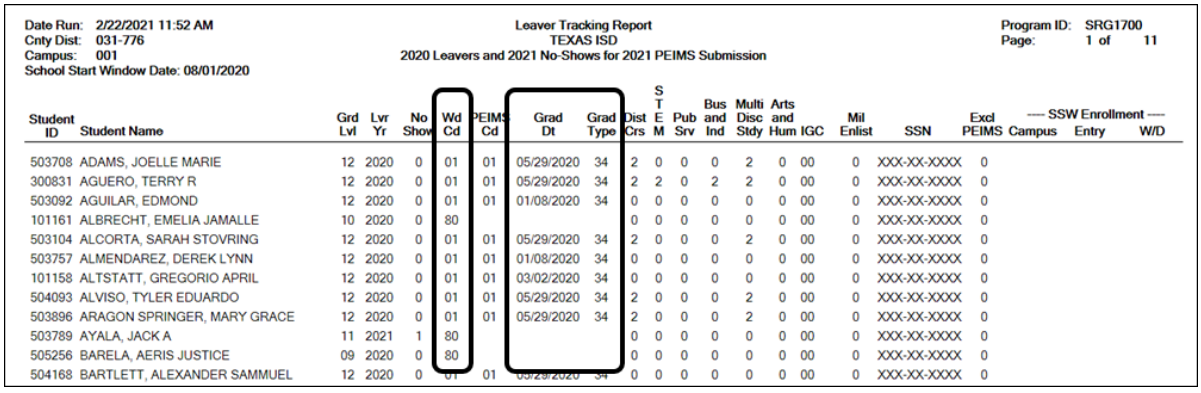


- The **Print Tracking Report** button is displayed. Click **Print Tracking Report** to view the errors and total leaver records created.



Registration > Reports > Registration Reports > Withdrawal > SRG1700 - Leaver Tracking Report

SRG1700 reflects the changes made when the Create Leaver Tracking Records utility is run. It provides a list of all students who will potentially be reported as leavers.



- Any students on this list will be extracted when the fall extract is run.
- Review the graduation type and graduation date for all students. Note that graduation type code is specific by year.
- Refer to TWEDS for additional information.

Registration > Maintenance > Prior Year Leaver Tracking

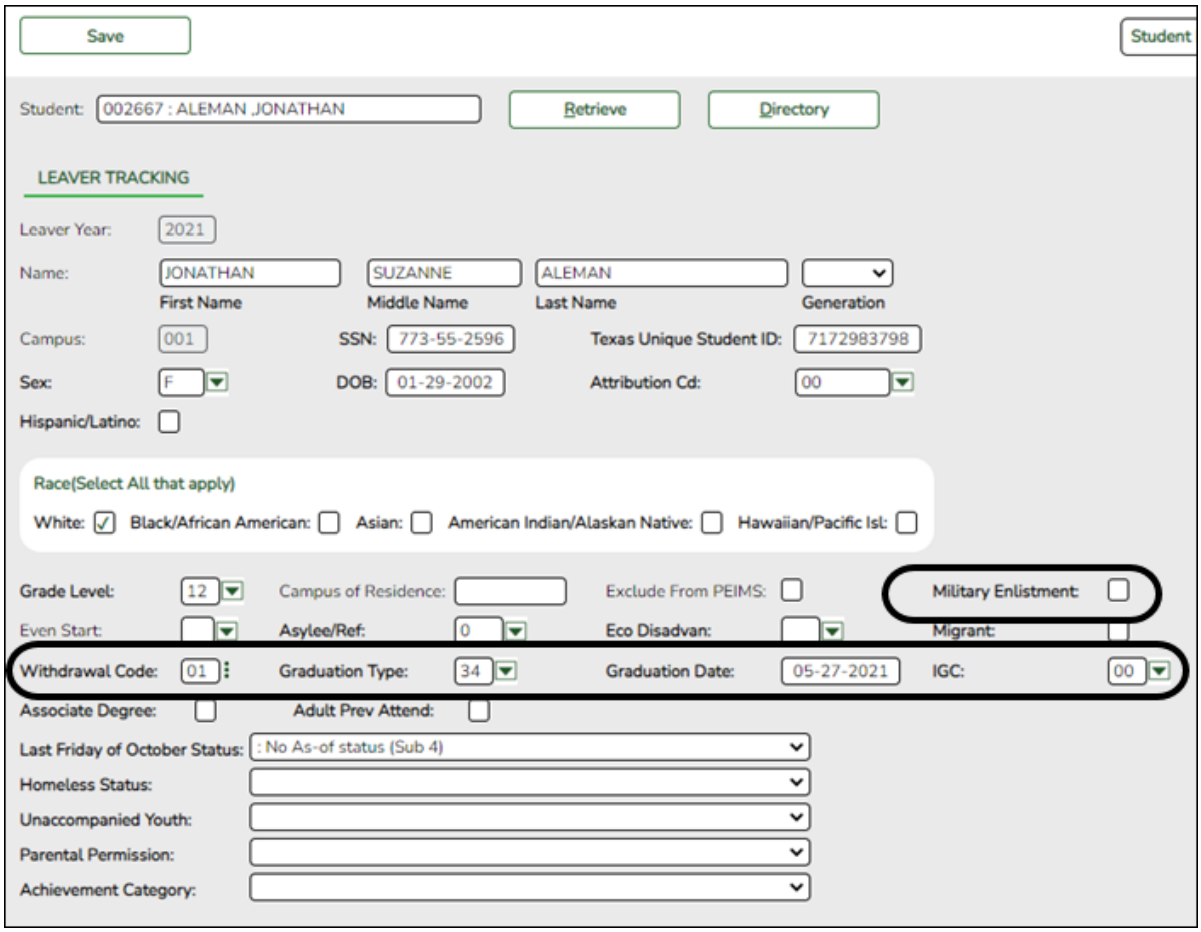
This page allows you to add or update leaver data for prior year leavers. This data is initially created when you run the ***Create Leaver Tracking Records*** utility. Leaver records cannot be deleted.

Leaver data is extracted for all students who withdraw during the school year. The data is extracted from the student demographic and enrollment tables during Move to Grade Reporting and saved to a leaver tracking table. In the fall of each school year, prior year leaver data is submitted to PEIMS along with No Show leaver data for the current school year. The prior year leaver data is extracted from the leaver tracking table, and current No Shows are written to the leaver tracking table when the fall PEIMS extract is run.

If a student was excluded from leaver tracking by mistake, the Prior Year Leaver Tracking page can be used add the student. **Use this page carefully.**

NOTE: No Show leaver data, which is current year data, must be updated on ***Maintenance > Student Enrollment > W/R Enroll***.

IMPORTANT: If you change any data for a student on the Prior Year Leaver Tracking page, you must also change the data in the prior year records on the ***Registration > Maintenance > Student Enrollment*** tabs.



Add a student to leaver tracking:

1. Type the student ID and click **Retrieve**. A message is displayed indicating that the student is not a leaver.
2. Click **Yes** to continue.
3. The **Leaver Year** field is set to the ending year of the prior school year.
4. Update data as needed.
5. Click **Save**.

Note that you cannot delete a student from leaver tracking, but you can exclude the student from being extracted.

Reported Elements from Leaver Tracking:

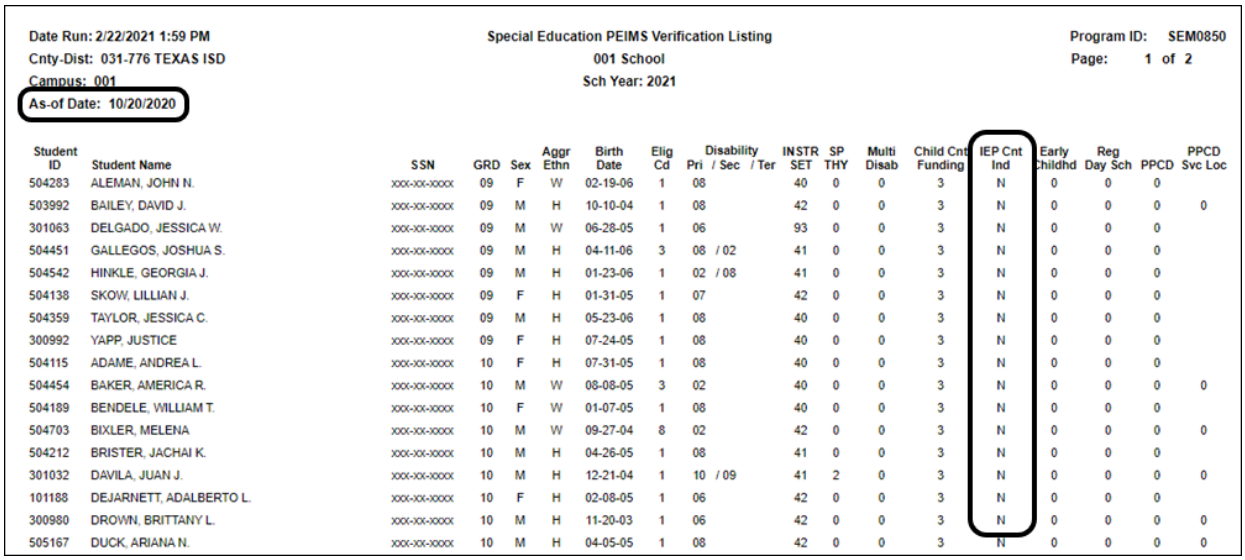
Element	Code Table	Data Element	ASCENDER Name
E1589	C088	MILITARY-ENLISTMENT-INDICATOR-CODE	Military Enlistment
E1001	C162	LEAVER-REASON-CODE	Withdrawal Code
E0806	C062	GRADUATION-TYPE-CODE	Graduation Type
E0791	—-	DATE-OF-GRADUATION	Graduation Date
E1562	C201	INDIVIDUAL-GRADUATION-COMMITTEE-GRADUATE-CODE	IGC

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: 2/22/2021 1:59 PM
Cnty-Dist: 031-776 TEXAS ISD
Campus: 001
As-of Date: 10/20/2020

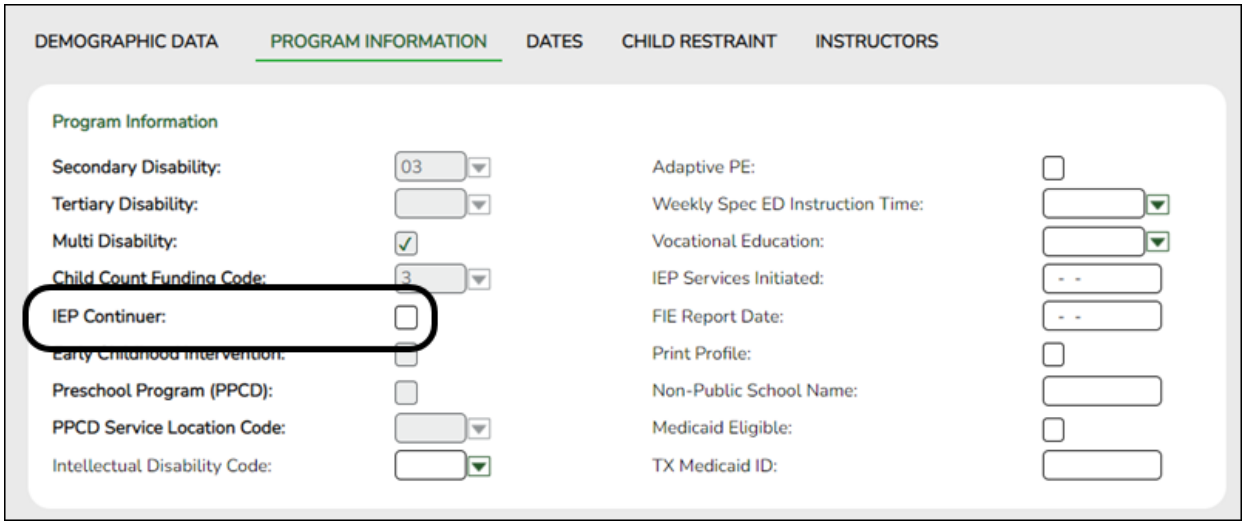
Special Education PEIMS Verification Listing
001 School
Sch Year: 2021

Program ID: SEM0850
Page: 1 of 2

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
504283	ALEMAN, JOHN N.	xxx-xx-xxxx	09	F	W	02-19-06	1	08	40	0	0	3	N	0	0	0	
503992	BAILEY, DAVID J.	xxx-xx-xxxx	09	M	H	10-10-04	1	08	42	0	0	3	N	0	0	0	0
301063	DELGADO, JESSICA W.	xxx-xx-xxxx	09	M	W	06-28-05	1	06	93	0	0	3	N	0	0	0	
504451	GALLEGOS, JOSHUA S.	xxx-xx-xxxx	09	M	H	04-11-06	3	08 / 02	41	0	0	3	N	0	0	0	
504542	HINKLE, GEORGIA J.	xxx-xx-xxxx	09	M	H	01-23-06	1	02 / 08	41	0	0	3	N	0	0	0	
504138	SKOW, LILLIAN J.	xxx-xx-xxxx	09	F	H	01-31-05	1	07	42	0	0	3	N	0	0	0	
504359	TAYLOR, JESSICA C.	xxx-xx-xxxx	09	M	H	05-23-06	1	08	40	0	0	3	N	0	0	0	
300992	YAPP, JUSTICE	xxx-xx-xxxx	09	F	H	07-24-05	1	08	40	0	0	3	N	0	0	0	
504115	ADAME, ANDREA L.	xxx-xx-xxxx	10	F	H	07-31-05	1	08	40	0	0	3	N	0	0	0	
504454	BAKER, AMERICA R.	xxx-xx-xxxx	10	M	W	08-08-05	3	02	40	0	0	3	N	0	0	0	0
504189	BENDELE, WILLIAM T.	xxx-xx-xxxx	10	F	W	01-07-05	1	08	40	0	0	3	N	0	0	0	
504703	BIXLER, MELENA	xxx-xx-xxxx	10	M	W	09-27-04	8	02	42	0	0	3	N	0	0	0	0
504212	BRISTER, JACHAI K.	xxx-xx-xxxx	10	M	H	04-26-05	1	08	41	0	0	3	N	0	0	0	
301032	DAVILA, JUAN J.	xxx-xx-xxxx	10	M	H	12-21-04	1	10 / 09	41	2	0	3	N	0	0	0	0
101188	DEJARNETT, ADALBERTO L.	xxx-xx-xxxx	10	F	H	02-08-05	1	06	42	0	0	3	N	0	0	0	
300980	DROWN, BRITTANY L.	xxx-xx-xxxx	10	M	H	11-20-03	1	06	42	0	0	3	N	0	0	0	0
505167	DUCK, ARIANA N.	xxx-xx-xxxx	10	M	H	04-05-05	1	08	42	0	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



Reported Elements from Program Information:

Element	Code Table	Data Element	ASCENDER Name
E1564	C088	IEP-CONTINUER-INDICATOR-CODE	IEP Continuer

VI. Build and update crosswalk tables

- Build and update crosswalk tables.

  State Reporting > Crosswalks

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

Budget:

- 040 - From Org to Org

- 045 - Fund/SO to Prog
- 046 - Fund to Fund
- 047 - Obj to Obj
- 048 - Func to Func
- 049 - Funds to Omit
- 055 - Fund/Func/SO to Prog
- 056 - Fund to Prog
- 069 - Fund/Prog to Prog

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:

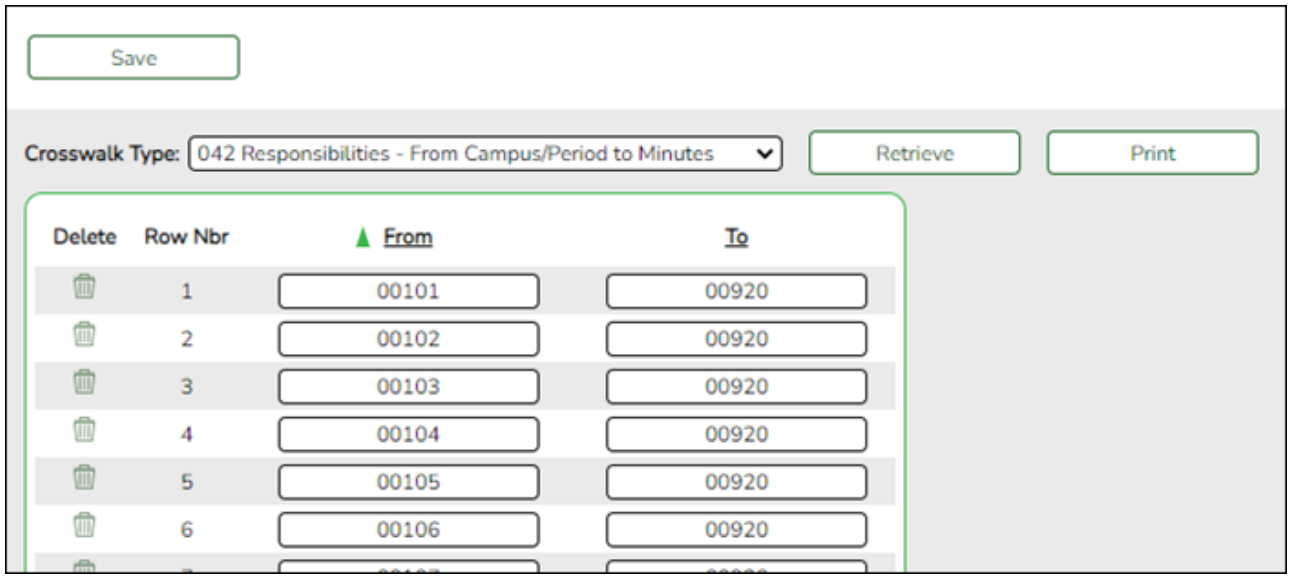
(60 minutes of the class) x (5 days per week) x (4 weeks per month) = 1200

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:



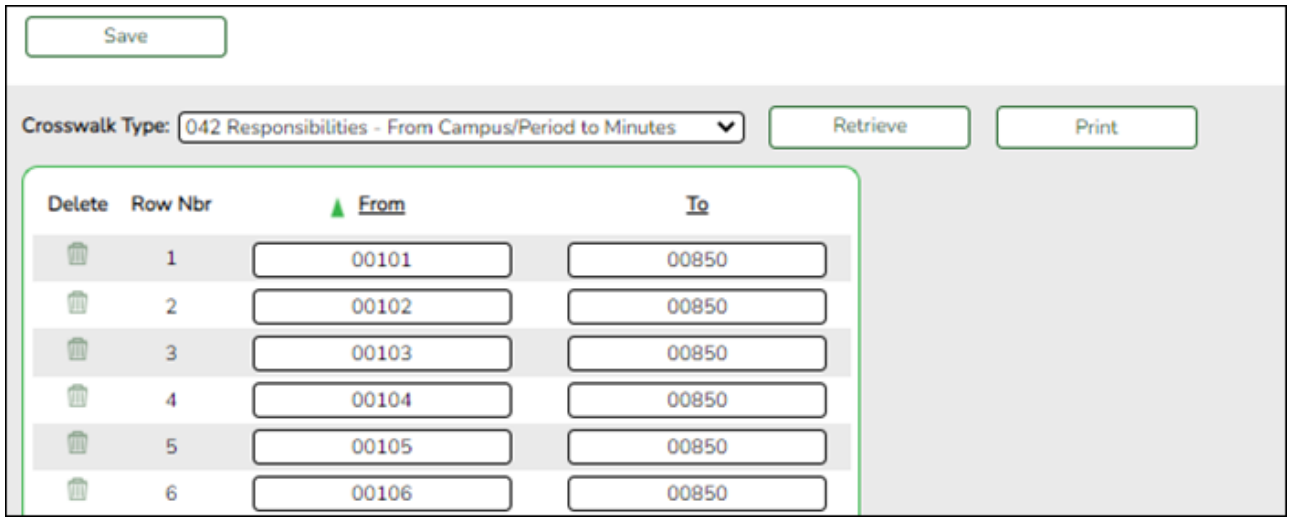
❑ In the **Crosswalk Table** field, select *042-Responsibilities - From Campus/Period to Minutes*.

❑ 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):



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.

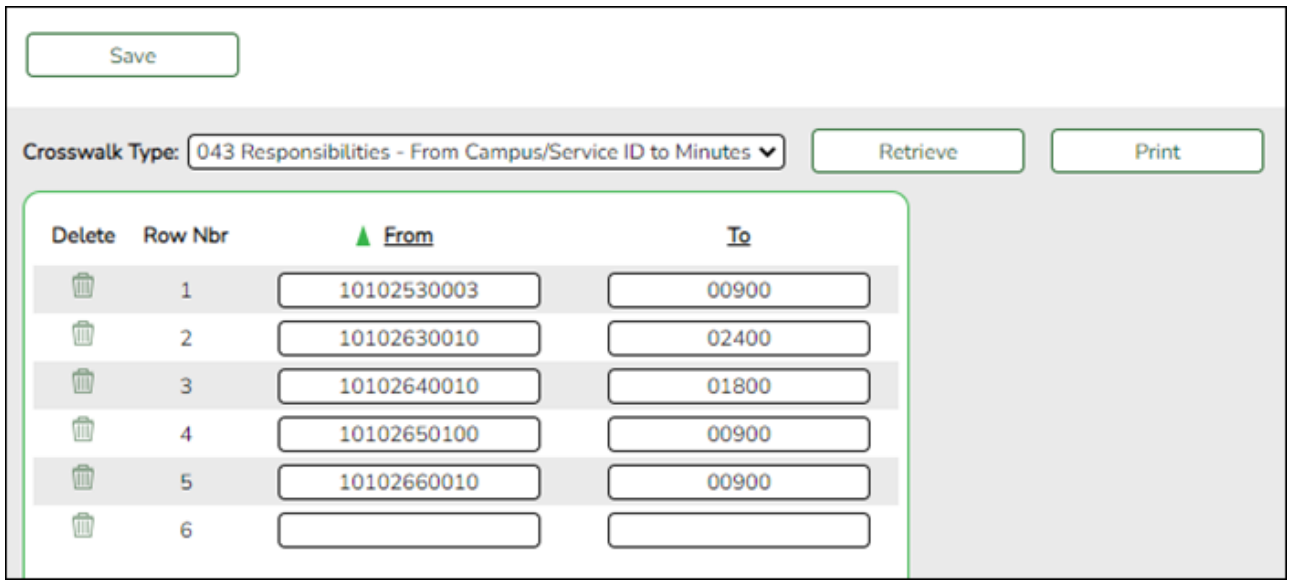
Classes are 85 minutes each day.

Monthly minutes calculation:

(85 x 3 days x 2 weeks) + (85 x 2 days x 2 weeks)

85 x 5 x 2 = 850 minutes

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



❑ 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.

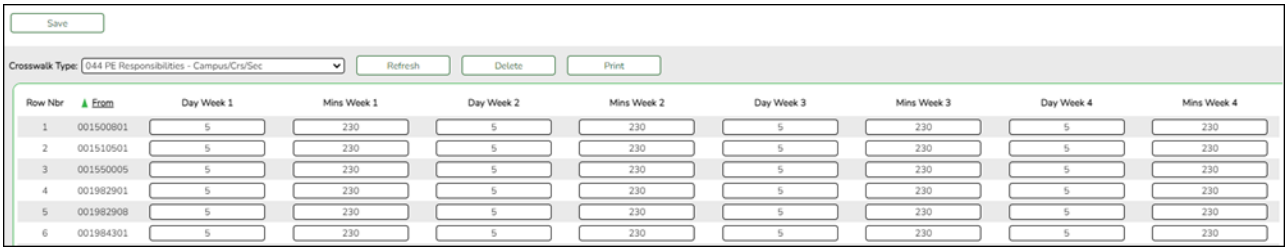
Important: Minutes for any holidays should be included.

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.



❑ 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.

XIII. Appendix

- College, Career, and Military Readiness (CCMR) Verification:

  Use the following to verify that CCMR is coded correctly:

Element(s)	ASCENDER State Reporting Report	PEIMS Report(s)
Military Enlistment Indicator Code (E1589)	State Reporting > Reports > Fall > Student > Student Leaver Data	PDM1-124-007
Graduation Type Code (E0806)	State Reporting > Reports > Fall > Student > Student > Leaver Data	PDM1-124-004 PDM1-120-018

Element(s)	ASCENDER State Reporting Report	PEIMS Report(s)
Post Secondary Certification Licensure Code (E1640) Distinguished level of Achievement (E1542) Endorsements (E1544-E1548)	State Reporting > Reports > Fall > Student Leaver Data (Graduation Data)	PDM1-120-018
Special Education Indicator (E0794)	State Reporting > Reports > Fall > Student > Special Education	PDM1-120-012
Associates Degree (E1596)	State Reporting > Reports > Fall > Student > Fall Student Demo	PDM1-124-004 PDM1-120-016

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover