



**extended\_correct\_frozen**



# Table of Contents



You may find extracted or merged records containing incomplete or inaccurate information. Use the Extended maintenance pages to update and correct the data saved in the district database (i.e., frozen data).

Data on the maintenance pages is updated every time data is extracted, including data that is manually entered.

**NOTE:** You cannot maintain data on maintenance pages while running an extract; a warning message is displayed on the Extended maintenance page indicating that the extract is in progress, and the **Save** button is disabled.

- [Correct frozen demographic data.](#)

[State Reporting > Maintenance > Extended > Student > Demo](#)

DEMO COURSE COMPLETION ESY FLEX ATTENDANCE FLEX ATTENDANCE SPECIAL ED FLEX ATTENDANCE CTE ADSY BASIC ATT ADSY SPEC ED ATT

Complex Type - StudentExtension, StudentProgramExtension

**Demographic Information**

Name:

First Name Middle Name Last Name Generation TX Unique Stu ID Local ID

Date of Birth:  Sex:  Grade Level:  Crisis Code:  Hispanic: ☒

**Races**

American Indian ☐ Asian ☐ Black ☐ Pacific Islander ☐ White ☒

**Status Indicators**

Attribution Cd:  Migrant: ☐ Summer School BI/ESL: ☐ G/T: ☒

Campus of Residence:  T-STEM: ☐ ECHS: ☐ Foster Care:

Campus of Enrollment:  P-TECH: ☐ New Tech: ☐ LEP:

ADSY: ☐

☐ Update data for the *StudentExtension* and *StudentProgramExtension* complex types as needed.

**NOTE:** If you are retrieving a student who was not extracted but was included in the PEIMS Summer Submission, the following message is displayed when you retrieve the student:

## Student demo record retrieved from Summer file

[Cross reference for Demo tab:](#)

State Reporting Field	Element	ASCENDER Field(s)
<b>District Admin &gt; Maintenance &gt; Non-Employee</b>		
<b>Staff Type</b>	STAFF-TYPE-CODE (E1073) (Code table: C181)	Extracted as 1 unless a non-employee record exists
<b>Human Resources &gt; Maintenance &gt; Staff Demo &gt; Demographic Information</b>		
<b>Name - First</b>	FIRST-NAME (E0703)	<b>Legal - First</b>
<b>Name - Middle</b>	MIDDLE-NAME (E0704)	<b>Legal - Middle</b>
<b>Name - Last</b>	LAST-NAME (E0705)	<b>Legal - Last</b>
<b>Generation</b>	GENERATION-CODE (E0706) (Code table: C012)	<b>Legal - Generation</b>
<b>TX Unique Staff ID</b>	TX-UNIQUE-STAFF-ID (E1524)	<b>Texas Unique Staff ID</b>
<b>Date of Birth</b>	DATE-OF-BIRTH (E0006)	<b>DOB</b>
<b>Sex</b>	SEX-CODE (E0004) (Code table: C013)	<b>Sex</b>
<b>Hispanic</b>	HISPANIC-LATINO-CODE (E1064) (Code table: C088)	<b>Hispanic/Latino</b>
<b>Races - American Indian</b>	AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059) (Code table: C088)	
<b>Races - Asian</b>	ASIAN-CODE (E1060) (Code table: C088)	
<b>Races - Black</b>	BLACK-AFRICAN-AMERICAN-CODE (E1061) (Code table: C088)	
<b>Races - Pacific Islander</b>	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062) (Code table: C088)	
<b>Races - White</b>	WHITE-CODE (E1063) (Code table: C088)	
<b>Human Resources &gt; Maintenance &gt; Staff Job/Pay Data &gt; Employment Info</b>		
<b>Percent of Day</b>	PERCENT-DAY-EMPLOYED (E0760)	<b>Percent Day Employed</b>
<b>District Years</b>	YEARS-EXPERIENCE-IN-DISTRICT (E0161)	<b>Years Experience - Professional - In District</b>
<b>Total Years</b>	TOTAL-YEARS-PROF-EXPERIENCE Years (E0130)	<b>Experience - Professional - Total</b>
<b>Highest Degree</b>	HIGHEST-DEGREE-LEVEL-CODE (E0730) (Code table: C015)	<b>Highest Degree</b>
<b>Auxiliary Role ID</b>	AUXILIARY-ROLE-ID PEIMS (E1594) (Code table: C213)	<b>Auxiliary Role ID</b>
<b>Human Resources &gt; Maintenance &gt; Staff Job/Pay Data &gt; Job Info</b>		
<b>Days Employed</b>	NUMBER-DAYS-EMPLOYED (E0160)	<b>Calendar/Local Info - # of Days Empld</b>

- [Enter course completion data for dual-credit courses.](#)

You must manually enter course completion data for dual-credit courses taken in summer.

In submission 4, one *StudentAcademicRecord* complex type must be submitted for each unique class (course-section) that was attended by a student during the summer (between school years) for the purpose of attempting to earn dual credit.

PEIMS Extended Year Submission (4): Reporting students that completed courses during the summer (between school years) for:

- a high school Career and Technical Education (CTE) course, or
- a dual credit course, or
- College Preparatory Course English Language Arts (CP110100), or
- College Preparatory Course Mathematics (CP111200).

**NOTE:** You cannot report more than six course completion records per student.

[State Reporting > Maintenance > Extended > Student > Course Completion](#)

☐ Update data for the *CourseTranscriptExtension* and *StudentAcademicRecord* complex types as needed.

<b>Campus ID</b>	<p>CAMPUS-ID-OF-ENROLLMENT (E0782)</p> <p>Type or select the three-digit campus ID. For submission 4, this is the campus that scheduled and/or awarded the high school credit for the dual-credit course attempted by the student in the summer between school years.</p>
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<b>Class ID</b>	<p>CLASS-ID-NUMBER (E1056)</p> <p>Type the 14-digit number identifying the class. The class ID can be any 14-character district-defined identifier comprised of letters and numbers that uniquely identifies a class at the employee and campus level. Spaces are not allowed. The ID is unique for each employee at the campus.</p> <p>The first 7-11 digits are required. The length depends on the length of the course number. The ID is automatically zero-filled when you save.</p> <p>When extracting from the master schedule, the class ID is set to the course number (4-8 digits) + 2-digit section number + 1-digit semester number + padding with zeros.</p>
<b>Service ID</b>	<p>SERVICE-ID (E0724) Code table: C022</p> <p>Select the code indicating the services supplied by the employee. Service IDs that begin with SA, SE, SR, SS, 01, 8, or 9 are not reported. Service IDs for PK and KG that begin with 02 cannot be reported. Verify that all service IDs to be reported exist in code table 022 (C022) in the TEDS.</p>
<b>Course Sequence</b>	<p>COURSE-SEQUENCE-CODE (E0948) Code table: C135</p> <p>This is the order in which the course was scheduled. This should only be used if the course, or part of the course, is taught out of sequence. Leave blank if the course is not taught out of sequence.</p> <p>Rule 43415-0036: If a student passed a course where <b>Dual Credit</b> is selected and <b>Course Sequence</b> is 0, 2, 5, or 9, then <b>College Credit Hrs</b> must be greater than 0.</p>
<b>Pass/Fail</b>	<p>PASS/FAIL-CREDIT-INDICATOR-CODE (E0949) Code table: C136</p> <p>Select the student's outcome for the course. You must enter a pass/fail indicator for each service ID reported.</p> <p>Rule 43415-0036: If a student passed a course where <b>Dual Credit</b> is selected and <b>Course Sequence</b> is 0, 2, 5, or 9, then <b>College Credit Hrs</b> must be greater than 0.</p>
<b>Dual Credit</b>	<p>DUAL-CREDIT-INDICATOR-CODE (E1011) Code table: C088</p> <p>Select if the student is eligible to receive both high school and college credit for the course. You can select <b>Dual Credit</b> or <b>ATC</b>, but not both.</p> <p>Rule 43415-0036: If a student passed a course where <b>Dual Credit</b> is selected and <b>Course Sequence</b> is 0, 2, 5, or 9, then <b>College Credit Hrs</b> must be greater than 0.</p>
<b>College Credit Hrs</b>	<p>COLLEGE-CREDIT-HOURS (E1081)</p> <p>This is the number of college hours the student earned for the completion of the dual-credit course. If a student takes a dual-credit course and does not complete the course, type 0.</p>



<b>ATC</b>	<p>ATC-INDICATOR-CODE ATC (E1058) PEIMS code table: C088</p> <p>For Submission 4, the field must be 0 (i.e., not selected).</p>
<b>Course Completion</b>	<p>COURSE-COMPLETION-INDICATOR (E1068)</p> <p>This indicates if the student finished the full sequence of instruction for the course, but does not necessarily indicate that the student met all requirements to receive credit or a grade for the course.</p> <p>The PASS/FAIL-CREDIT-INDICATOR-CODE field is used for COURSE-COMPLETION-INDICATOR.</p> <p>All students must have a Pass/Fail indicator to create the course completion record.</p>
<b>Begin Date</b>	<p>STUDENT-BEGIN-DATE (E1069)</p> <p>Type the beginning date for the student's current year class assignment. Use the MMDDYYYY format. This is the date the dual-credit course began. If a student is assigned to a class, withdraws from that class, and then returns to that class at a later date, there must be a record for each begin date.</p>
<b>End Date</b>	<p>STUDENT-END-DATE (E1070)</p> <p>Type the ending date for the student's current year class assignment. Use the MMDDYYYY format. This is the date the dual-credit course ended. If a student withdraws from a class, returns to that class, and then withdraws from class at a later date, there must be a course completion record for each of these STUDENT-END-DATES. Whether or not a student completes a particular course section, report the STUDENT-END-DATE as the last day the student was assigned to the class. The STUDENT-END-DATE should never be greater than a student's withdrawal date from the campus.</p>

☐ Click **Save**.

- [Enter ESY data.](#)

For Submission 4, you must report actual contact hours by instructional setting of special education students served in the Extended School Year (ESY) program. This data is required for funding the program. A record must be reported for each special education student served by the ESY program.

[State Reporting](#) > [Maintenance](#) > [Extended](#) > [ESY](#)

DEMO COURSE COMPLETION ESY FLEX ATTENDANCE FLEX ATTENDANCE SPECIAL ED FLEX ATTENDANCE CTE

Complex Type - StudentESYProgramAssociationExtension

Del	Campus	Grade	Instr Set	ESY Total Hrs	Local ID
	101	11	42	555	000100013

Rows: 0

Add

☐ Update data for the *StudentESYProgramAssociationExtension* complex type as needed.

Cross reference for ESY tab:

State Reporting Field	Element	ASCENDER Field(s)
<b>Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo1</b>		
<b>Grade</b>	GRADE-LEVEL-CODE (E0017) (Code table: C050)	<b>Grade</b>
<b>Special Education &gt; Maintenance &gt; Student Sp Ed Data &gt; Current Year &gt; Demographic Data</b>		
<b>Instr Set</b>	INSTRUCTIONAL-SETTING-CODE (E0173) (Code table: C035)	<b>Instruction Setting Code</b>
<b>Special Education &gt; Maintenance &gt; Student Sp Ed Data &gt; Current Year &gt; Program Information</b>		
<b>ESY Total Hrs</b>	TOTAL-ESY-CONTACT-HOURS-IN-INSTR-SETTING (E1013)	<b>Extended School Year Services Hours</b>
<b>Registration &gt; Maintenance &gt; Student Enrollment (Directory)</b>		
<b>Local ID</b>	LOCAL-STUDENT-ID (E0923)	Campus ID plus student ID (most current campus of enrollment for the school year)

- Enter flexible attendance data.

Manually enter flexible attendance data for the Optional Flexible School Day Program (OFSDP) Credit/Promotion Recovery Program as needed.

The following fields are displayed on all three Flex Att tabs:

<b>Campus</b>	CAMPUS-ID-OF-ENROLLMENT (E0782) Type or select the three-digit campus ID.
<b>Grade</b>	GRADE-LEVEL-CODE (E0017) Code table: C050  Select the student's current grade level.
<b>Track</b>	INSTRUCTIONAL-TRACK-INDICATOR-CODE (E0975) Code table: C141  Select the campus calendar track to which the student is assigned.
<b>Report Period</b>	REPORTING-PERIOD-INDICATOR-CODE (E0934) Code table: C130  Select the period for which the data is being reported. For Submission 4, only codes 7 and 8 are allowed.
<b>Flexible Attendance Program</b>	FLEXIBLE-ATTENDANCE-PROGRAM-TYPE-CODE (E1045) Code table: C177  Select the code indicating whether the student's flexible attendance is related to the OFSDP (Optional Flexible School Day Program) or the HSEP (High School Equivalency Program). For Submission 4, this must be set to 3-OFSDP Credit Recovery Program.
<b>Days Taught</b>	NUMBER-DAYS-TAUGHT (E0935)  Type the number of days of instruction offered per the school calendar during the selected <b>Report Period</b> . For Submission 4, this must be reported as 30 days.

[State Reporting > Maintenance > Extended > Flex Att](#)

Complex Type - SpecialProgramsReportingPeriodAttendanceExtension


Del	Campus	Grade	Track	Report Period	Flexible Attendance Program	Days Taught	Eligible Minutes Present	Ineligible Minutes Present	PRS Days	Special Ed Days	Bit ESL Days	G/T	Primary Disability	Multiple Disabled	LEP	Bit ESL Funding	Local ID
	101	11	01			30	0	0	0	0	0		00		0		

Rows: 0

[Add](#)

☐ Manually add data for the *SpecialProgramsReportingPeriodAttendanceExtension* complex type as needed.

<b>Eligible Minutes Present</b>	FLEX-ATTEND-TOTAL-ELIGIBLE-MINUTES-PRESENT (E1046) Type the total number of minutes the student was present and eligible for Foundation School Program funding during the selected reporting period.  Report minutes in whole numbers only, rounded down to the nearest minute. The minimum is 45 minutes per reporting period.
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<b>Ineligible Minutes Present</b>	<p>FLEX-ATTEND-TOTAL-INELIGIBLE-MINUTES-PRESENT (E1047)</p> <p>Type the number of minutes the student was present but ineligible for Foundation School Program funding during the selected reporting period, up to five digits.</p> <p>Report minutes in whole numbers only, rounded down to the nearest minute. The minimum is 45 minutes per reporting period.</p>
<b>PRS Days</b>	<p>FLEX-ATTEND-TOTAL-PRS-DAYS-ELIGIBLE (E1048)</p> <p>Type the total number of days the female student was eligible for Compensatory Education Home Instruction (CEHI) and and/or pregnancy-related services (PRS) during the specified <b>Report Period</b>.</p>
<b>Special Ed Days</b>	<p>FLEX-ATTEND-TOTAL-SP-ED-MAINSTREAM-DAYS-ELIGIBLE (E1049)</p> <p>Type the total number of days the student with a special education individualized education program (IEP), which provided for the mainstream instructional arrangement/setting (<b>Instr Set</b> = 40), was eligible for the instructional arrangement/setting during the reporting period.</p>
<b>Bilingual ESL Days</b>	<p>FLEX-ATTEND-TOTAL-BILINGUAL/ESL-DAYS-ELIGIBLE Bilingual (E1050)</p> <p>Type the total number of days the student was eligible to participate in the state-approved bilingual/ESL program during the reporting period.</p>
<b>G/T</b>	<p>GIFTED-TALENTED-INDICATOR-CODE (E0034)</p> <p>Select if the student is participating in a state-approved gifted and talented program.</p>
<b>Primary Disability</b>	<p>PRIMARY-DISABILITY-CODE (E0041) Code table: C053</p> <p>Click  to select the code indicating the student's primary disability as recorded in the student's Individualized Education Program (IEP).</p> <p>Rule 41163-0003: At least one disability must be selected for a special education student.</p>
<b>Multiply Disability</b>	<p>MULTIPLY-DISABLED-INDICATOR-CODE (E0882) Code table: C088</p> <p>Select if the student was designated by the Admission, Review, and Dismissal (ARD) committee as multiply disabled during the reporting period.</p>
<b>EB</b>	<p>EMERGENT-BILINGUAL-INDICATOR-CODE (E0790) Code table: C061</p> <p>Select the year of monitoring, if the student has been identified as emergent bilingual (EB) during the reporting period.</p>
<b>Local ID</b>	<p>LOCAL-STUDENT-ID (E0923)</p> <p>(Optional) Type the student's local ID number as assigned by the district. This is a nine-digit number, the first three digits of which are the campus ID followed by the student ID.</p>

☐ Manually add data for the *SpecialProgramsReportingPeriodAttendanceExtension* complex type as needed for special education students.

<b>Instructional Setting</b>	INSTRUCTIONAL-SETTING-CODE (E0173) Code table: C035
<b>Instructional Setting 2</b>	Select the instructional setting used to provide instruction to the student. (Extended ESY only) Rule 42408-0003: The following instructional settings in the drop-down field are <i>not</i> eligible for extended school year services: 31, 32, 34, 40, 50, 60, 70, or 71.
<b>Instructional Setting 3</b>	
<b>Eligible Days</b>	FLEX-ATTEND-DAYS-ELIGIBLE-IN-INSTR-SETTING (E1051)
<b>Eligible Days 2</b>	Type the total number of school days the student was eligible for a particular special education instructional setting that was eligible for Foundation School Program funding during the reporting period.
<b>Eligible Days 3</b>	
<b>Excess Minutes</b>	FLEX-ATTEND-EXCESS-MINUTES-IN-INSTR-SETTING (E1052)
<b>Excess Minutes 2</b>	Type the number of minutes above the allowable 360-minute daily limit of combined Career & Technical Education (CTE), special education, and related services in the designated instructional setting the student was served during the selected reporting period.
<b>Excess Minutes 3</b>	

If the student was provided instruction in more than one instructional setting, add data for the additional instructional settings.

[State Reporting > Maintenance > Extended > Flex Att CTE](#)

☐ Manually add data for the *SpecialProgramsReportingPeriodAttendanceExtension* complex type as needed for CTE students.

<b>CTE Minutes Present</b>	<b>FLEX-ATTEND-TOTAL-CAREER-TECH-MINUTES-PRESENT (E1053)</b> Type the total number of minutes the student was present, eligible, and enrolled in an approved CTE course during a particular reporting period.
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- [Enter Staff data](#)

[State Reporting](#) > [Maintenance](#) > [Extended](#) > [Staff](#) > [Demo and Experience](#)

STAFF: 456952258 : ACOSTA, MELISSA R    TEXAS UNIQUE STAFF ID: 7796877536    Retrieve  

Change ID    Delete    Add

DEMO AND EXPERIENCE    CLASSROOM RESPONSIBILITIES

Complex Types - StaffExtension

**Demographic Information**  
Name: MELISSA R ACOSTA    7796877536  
First    Middle    Last    Generation    TX Unique Staff ID  
Date of Birth: 03-10-1973    Sex: F    Hispanic: ☒  
**Races**  

American Indian: ☐    Asian: ☐    Black: ☐    Pacific Islander: ☐    White: ☒

**Experience**  
Staff Type: 1    District Years: 19    Total Years: 19    Highest Degree: 2 Master's

Manually add data for the *StaffExtension* and *PayrollExtension* complex type as needed.

- ☐ Under **Demographic Information:**

<b>First Name</b>	FIRST-NAME (E0703) Type the person's legal first name, up to 60 characters.
<b>Middle Name</b>	MIDDLE-NAME (E0704) Type the person's legal middle name, up to 60 characters.
<b>Last Name</b>	LAST-NAME (E0705) Type the person's legal last name, up to 60 characters.

<b>Generation</b>	GENERATION-CODE (E0706) Code table: C012  Select the generation suffix attached to the person's name.											
<b>TX Unique Staff ID</b>	TX-UNIQUE-STAFF-ID (E1524)  Type the employee's ten-digit unique staff ID. The ID cannot begin with zero.  The Texas Unique Student ID is assigned to employees by TEA and issued to schools by the TSDS TX Unique ID application; it cannot be generated by a Local Education Agency (LEA).											
<b>Date of Birth</b>	DATE-OF-BIRTH (E0006)  Type the person's date of birth in the MMDDYYYY format.											
<b>Sex</b>	SEX-CODE (E0004) Code table: C013  Select the person's gender.											
<b>Hispanic</b>	HISPANIC-LATINO-CODE (E1064) Code table: C088  Select if the person is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.											
<b>Races</b>	Code table: C088  Select one or more races, regardless of whether the person is Hispanic/Latino: <table border="1" data-bbox="400 1079 1477 1856"> <tr> <td><b>American Indian</b></td><td>           AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059)             Has origins in any of the original peoples of North and South America (including Central America).         </td></tr> <tr> <td><b>Asian</b></td><td>           ASIAN-CODE (E1060)             Has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).         </td></tr> <tr> <td><b>Black</b></td><td>           BLACK-AFRICAN-AMERICAN-CODE (E1061)             Has origins in any of the black racial groups of Africa.         </td></tr> <tr> <td><b>Pacific Islander</b></td><td>           NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062)             Has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.         </td></tr> <tr> <td><b>White</b></td><td>           WHITE-CODE (E1063)             Has origins in any of the original peoples of Europe, the Middle East, or North Africa.         </td></tr> </table>		<b>American Indian</b>	AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059)  Has origins in any of the original peoples of North and South America (including Central America).	<b>Asian</b>	ASIAN-CODE (E1060)  Has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).	<b>Black</b>	BLACK-AFRICAN-AMERICAN-CODE (E1061)  Has origins in any of the black racial groups of Africa.	<b>Pacific Islander</b>	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062)  Has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	<b>White</b>	WHITE-CODE (E1063)  Has origins in any of the original peoples of Europe, the Middle East, or North Africa.
<b>American Indian</b>	AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059)  Has origins in any of the original peoples of North and South America (including Central America).											
<b>Asian</b>	ASIAN-CODE (E1060)  Has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).											
<b>Black</b>	BLACK-AFRICAN-AMERICAN-CODE (E1061)  Has origins in any of the black racial groups of Africa.											
<b>Pacific Islander</b>	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062)  Has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.											
<b>White</b>	WHITE-CODE (E1063)  Has origins in any of the original peoples of Europe, the Middle East, or North Africa.											

☐ Under **Experience:**

<b>Staff Type</b>	STAFF-TYPE-CODE (E1073) Code table: C181  Indicate if the employee is on the district payroll or is a contracted instructional staff person.
<b>District Years</b>	YEARS-EXPERIENCE-IN-DISTRICT (E0161)  Type the number of completed years the person has been employed in any professional position in the current district or education service center, whether or not there has been any interruption in service.
<b>Total Years</b>	TOTAL-YEARS-PROF-EXPERIENCE (E0130)  Type the number of verifiable years of creditable experience as specified in 19 TAC, chapter 153.
<b>Highest Degree</b>	HIGHEST-DEGREE-LEVEL-CODE (E0730) Code table: C015  Select the highest post-secondary degree the person has earned from an accredited institution.

[State Reporting > Maintenance > Extended > Staff > Classroom Responsibilities](#)

STAFF: 456952258 : ACOSTA, MELISSA R      TEXAS UNIQUE STAFF ID: 7796877536      [Retrieve](#)      [Directory](#)

[Change ID](#)      [Delete](#)      [Add](#)      [Prev](#)      [Next](#)

DEMO AND EXPERIENCE      CLASSROOM RESPONSIBILITIES

Complex Types - StaffResponsibilitiesExtension

Del	District	Campus	Role ID	Service ID	Class ID	Class Type	Pop Served	Nbr of Students	ESC SSA	ADSY
	015904	103	087	01010000	0094-04-2-0000000C	01	01	1		<input checked="" type="checkbox"/>
					- - -			0		<input type="checkbox"/>



Rows: 1

[Add](#)

Manually add data for the *StaffResponsibilitiesExtension* complex type as needed.

<b>District</b>	DISTRICT-ID (E0212)  Type the district ID number registered with the TEA.
<b>Campus</b>	CAMPUS-ID (E0266)  Select the campus. Click  to add or change the code for the field.



<b>Role ID</b>	<p>ROLE-ID (E0721) Code table: C021</p> <p>Select the capacity in which the employee serves, such as instructor, therapist, superintendent, etc.</p> <p>Rule 30090-0117: If <b>Role ID</b> is not 033 or 036, there must be at least one staff payroll record with a matching <b>Texas Unique Staff ID</b> where <b>Obj</b> is 6119 or 6112. Click  to add or change the code for the field.</p>
<b>Service ID</b>	<p>SERVICE-ID (E0724) Code table: C022</p> <p>Select the code indicating the services supplied by the employee. Local service IDs beginning with 8 or 9 can be manually entered.</p> <p>If highlighted in red, the value entered is not a valid selection in the drop down. However, if the service ID matches a local service ID mask value on the table, the program will allow the value when saving the record.</p> <p>Click  to add or change the code for the field.</p>
<b>Class ID</b>	<p>CLASS-ID-NUMBER (E1056)</p> <p>Type the 14-digit number identifying the class. The class ID can be any 14-character district-defined identifier comprised of letters and numbers that uniquely identifies a class at the employee and campus level. Spaces are not allowed. The ID is unique for each employee at the campus.</p> <p>The first 7-11 digits are required. The length depends on the length of the course number. The ID is automatically zero-filled when you save.</p> <p>When extracting from the master schedule, the class ID is set to the course number (4-8 digits) + 2-digit section number + 1-digit semester number + padding with zeros.</p>
<b>Class Type</b>	<p>CLASS-TYPE-CODE (E1055) Code table: C179</p> <p>Select the code identifying the type of class providing instruction to students in the particular class settings.</p>
<b>Pop Served</b>	<p>POPULATION-SERVED-CODE (E0747) Code table: C030</p> <p>Select the student population for which the service has been designed or is intended.</p>
<b>Nbr of Students</b>	<p>NUMBER-STUDENTS-IN-CLASS (E0170)</p> <p>Type the number of students in membership in the class as of the reporting date.</p>
<b>ESC SSA</b>	<p>ESC-SSA-STAFF-INDICATOR-CODE ESC/SSA (E1015) Code Table: C169</p> <p>Select whether the ESC staff responsibility being reported is part of a shared services arrangement (SSA) for which the ESC is the fiscal agent. <b>This is reported by ESCs only; the field is not valid for school districts.</b></p>

<b>ADSY</b>	<p>ADDITIONAL-DAYS-PROGRAM-PARTICIPATION-INDICATOR-CODE (E1672) Code table: C088</p> <p>Select to indicate if an ADA eligible prekindergarten through fifth grade student participates in the additional days school year program as described in TEC Sec. 48.0051.</p>
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- [Update/Enter ADSY Attendance data](#)

[State Reporting > Maintenance > Extended > Staff > Demo and Experience](#)

STAFF: 456952258 : ACOSTA, MELISSA R      TEXAS UNIQUE STAFF ID: 7796877536      Retrieve

Change ID

Delete

Add

DEMO AND EXPERIENCE      CLASSROOM RESPONSIBILITIES

Complex Types - StaffExtension

Demographic Information

Name: MELISSA R ACOSTA      

▼

      7796877536  
First Middle Last Generation TX Unique Staff ID

Date of Birth: 03-10-1973      Sex: F      Hispanic: ☒

Races

American Indian: ☐      Asian: ☐      Black: ☐      Pacific Islander: ☐      White: ☒

Experience

Staff Type: 1      District Years: 19      Total Years: 19      Highest Degree: 2 Master's      

▼

Manually add data for the *StaffExtension* and *PayrollExtension* complex type as needed.

The *StaffExtension* complex represents an individual who performs specified activities for any public or private education institution or agency that provides instructional and/or support services to students or staff at the early childhood level through high school completion. This information can be entered manually or extracted from ASCENDER Human Resources or imported from another source.

The *PayrollExtension* complex represents the sum of the financial transactions to date for employee compensation. An “employee” who performs services under the direction of the employing institution or agency, is compensated for such services by the employer, and is eligible for employee benefits and wage or salary tax withholdings.

☐ Under **Demographic Information:**

<b>First Name</b>	FIRST-NAME (E0703) Type the person's legal first name, up to 60 characters.
<b>Middle Name</b>	MIDDLE-NAME (E0704) Type the person's legal middle name, up to 60 characters.
<b>Last Name</b>	LAST-NAME (E0705) Type the person's legal last name, up to 60 characters.
<b>Generation</b>	GENERATION-CODE (E0706) Code table: C012 Select the generation suffix attached to the person's name.
<b>TX Unique Staff ID</b>	TX-UNIQUE-STAFF-ID (E1524) Type the employee's ten-digit unique staff ID. The ID cannot begin with zero.  The Texas Unique Student ID is assigned to employees by TEA and issued to schools by the TSDS TX Unique ID application; it cannot be generated by a Local Education Agency (LEA).
<b>Date of Birth</b>	DATE-OF-BIRTH (E0006) Type the person's date of birth in the MMDDYYYY format.
<b>Sex</b>	SEX-CODE (E0004) Code table: C013 Select the person's gender.
<b>Hispanic</b>	HISPANIC-LATINO-CODE (E1064) Code table: C088 Select if the person is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

<b>Races</b>	Code table: C088	
	Select one or more races, regardless of whether the person is Hispanic/Latino:	
	<b>American Indian</b>	AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059)  Has origins in any of the original peoples of North and South America (including Central America).
	<b>Asian</b>	ASIAN-CODE (E1060)  Has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).
	<b>Black</b>	BLACK-AFRICAN-AMERICAN-CODE (E1061)  Has origins in any of the black racial groups of Africa.
	<b>Pacific Islander</b>	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062)  Has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<b>White</b>	WHITE-CODE (E1063)  Has origins in any of the original peoples of Europe, the Middle East, or North Africa.	

☐ Under **Experience:**

<b>Staff Type</b>	STAFF-TYPE-CODE (E1073) Code table: C181  Indicate if the employee is on the district payroll or is a contracted instructional staff person.
<b>District Years</b>	YEARS-EXPERIENCE-IN-DISTRICT (E0161)  Type the number of completed years the person has been employed in any professional position in the current district or education service center, whether or not there has been any interruption in service.
<b>Total Years</b>	TOTAL-YEARS-PROF-EXPERIENCE (E0130)  Type the number of verifiable years of creditable experience as specified in 19 TAC, chapter 153.
<b>Highest Degree</b>	HIGHEST-DEGREE-LEVEL-CODE (E0730) Code table: C015  Select the highest post-secondary degree the person has earned from an accredited institution.

[State Reporting > Maintenance > Extended > Staff > Classroom Responsibilities](#)

STAFF: 456952258 : ACOSTA, MELISSA R TEXAS UNIQUE STAFF ID: 7796877536 Retrieve Directory

Change ID Delete Add Prev Next

DEMO AND EXPERIENCE CLASSROOM RESPONSIBILITIES

Complex Types - StaffResponsibilitiesExtension

Del	District	Campus	Role ID	Service ID	Class ID	Class Type	Pop Served	Nbr of Students	ESC SSA	ADSY
	015904	103	087	01010000	0094-04-2-0000000C	01	01	1		<input checked="" type="checkbox"/>
					- - -			0		<input type="checkbox"/>

Rows: 1

+ Add

Update data for the *StaffResponsibilitiesExtension* complex type as needed for services that occur inside the classroom.

The *StaffResponsibilitiesExtension* complex reflects the assignments for professional and paraprofessional staff only. Multiple records are required for persons who perform duties on more than one campus, assume more than one role, and/or perform more than one type of service. By definition, if no staff responsibility record is reported, the assumption is made that the person is an auxiliary staff member.

<b>District</b>	DISTRICT-ID (E0212)  Type the district ID number registered with the TEA.
<b>Campus</b>	CAMPUS-ID (E0266)  Select the campus. Click  to add or change the code for the field.
<b>Role ID</b>	ROLE-ID (E0721) Code table: C021  Select the capacity in which the employee serves, such as instructor, therapist, superintendent, etc.  Rule 30090-0117: If <b>Role ID</b> is not 033 or 036, there must be at least one staff payroll record with a matching <b>Texas Unique Staff ID</b> where <b>Obj</b> is 6119 or 6112. Click  to add or change the code for the field.
<b>Service ID</b>	SERVICE-ID (E0724) Code table: C022  Select the code indicating the services supplied by the employee. Local service IDs beginning with 8 or 9 can be manually entered.  If highlighted in red, the value entered is not a valid selection in the drop down. However, if the service ID matches a local service ID mask value on the table, the program will allow the value when saving the record. Click  to add or change the code for the field.

<b>Class ID</b>	<p>CLASS-ID-NUMBER (E1056)</p> <p>Type the 14-digit number identifying the class. The class ID can be any 14-character district-defined identifier comprised of letters and numbers that uniquely identifies a class at the employee and campus level. Spaces are not allowed. The ID is unique for each employee at the campus.</p> <p>The first 7-11 digits are required. The length depends on the length of the course number. The ID is automatically zero-filled when you save.</p> <p>When extracting from the master schedule, the class ID is set to the course number (4-8 digits) + 2-digit section number + 1-digit semester number + padding with zeros.</p>
<b>Class Type</b>	<p>CLASS-TYPE-CODE (E1055)</p> <p>Code table: C179</p> <p>Select the code identifying the type of class providing instruction to students in the particular class settings.</p>
<b>Pop Served</b>	<p>POPULATION-SERVED-CODE (E0747)</p> <p>Code table: C030</p> <p>Select the student population for which the service has been designed or is intended.</p>
<b>Nbr of Students</b>	<p>NUMBER-STUDENTS-IN-CLASS (E0170)</p> <p>Type the number of students in membership in the class as of the reporting date.</p>
<b>ESC SSA</b>	<p>ESC-SSA-STAFF-INDICATOR-CODE ESC/SSA (E1015)</p> <p>Code Table: C169</p> <p>Select whether the ESC staff responsibility being reported is part of a shared services arrangement (SSA) for which the ESC is the fiscal agent. <b>This is reported by ESCs only; the field is not valid for school districts.</b></p>
<b>ADSY</b>	<p>ADDITIONAL-DAYS-PROGRAM-PARTICIPATION-INDICATOR-CODE (E1672)</p> <p>Code table: C088</p> <p>Select to indicate if an ADA eligible prekindergarten through fifth grade student participates in the additional days school year program as described in TEC Sec. 48.0051.</p>

Manually enter ADSY attendance data for the Additional Days School Year Program as needed.

The following fields are displayed on the ADSY tabs:

<b>Campus</b>	<p>CAMPUS-ID-OF-ENROLLMENT (E0782)</p> <p>Type or select the three-digit campus ID.</p>
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<b>Track</b>	INSTRUCTIONAL-TRACK-INDICATOR-CODE (E0975) Code table: C141  Select the campus calendar track to which the student is assigned.
<b>Report Period</b>	REPORTING-PERIOD-INDICATOR-CODE (E0934) Code table: C130  Select the period for which the data is being reported. For Submission 4, only codes 7 and 8 are allowed.
<b>Days Taught</b>	NUMBER-DAYS-TAUGHT (E0935)  Type the number of days of instruction offered per the school calendar during the selected <b>Report Period</b> . For Submission 4, this must be reported as 30 days.
<b>Grade</b>	GRADE-LEVEL-CODE (E0017) Code table: C050  Select the student's current grade level.

[State Reporting](#) > [Maintenance](#) > [Extended](#) > [Student](#) > [ADSY Basic Att](#)

DEMO COURSE COMPLETION ESY FLEX ATTENDANCE FLEX ATTENDANCE SPECIAL ED FLEX ATTENDANCE CTE **ADSY BASIC ATT** ADSY SPEC ED ATT

Complex Type - BasicReportingPeriodAttendanceExtension

Delete	Campus	Track	Report Period	Days Taught	Grade	Total Days Absent	Elig Days Present	RS Elig Days Present	RA Elig Days Present	BiL ESL Days	RS BiL ESL Days	RA BiL ESL Days	PRS Days	RS PRS Days	RA PRS Days	Spec Ed Mains Days	RS Spec Ed Mains Days	RA Spec Ed Mains Days	Local ID	BiL Fund	RS BiL Fund	RA BiL Fund
	101	32	1	0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				
Rows: 0																						

Add

Update data for the *BasicReportingPeriodAttendanceExtension* complex type as needed.

The *BasicReportingPeriodAttendanceExtension* complex represents the recording of a student's regular reporting period attendance.

<b>Total Days Absent</b>	Type the number of days during the specified <b>Report Period</b> on which the student was absent, up to four digits.
<b>Elig Days Present</b>	Type the number of days the student was present and eligible for Foundation School Program funding during the specified <b>Report Period</b> , up to four digits.
<b>RS Elig Days Present</b>	Type the number of days the student was Remote Synchronous (RS) present and eligible for Foundation School Program funding during the specified <b>Report Period</b> , up to four digits.
<b>RA Elig Days Present</b>	Type the number of days the student was Remote Asynchronous (RA) present and eligible for Foundation School Program funding during the specified <b>Report Period</b> , up to four digits.
<b>BiL ESL Days</b>	FLEX-ATTEND-TOTAL-BILINGUAL/ESL-DAYS-ELIGIBLE Bilingual (E1050)  Type the total number of days the student was eligible to participate in the state-approved bilingual/ESL program during the reporting period.

<b>RS Bil ESL Days</b>	RA-TOTAL-ELIG-BILINGUAL/ESL-DAYS-PRESENT (E1683) Type the total number of days the student was Remote Asynchronous (RA) present and an eligible participant in the state-approved bilingual/ESL program during the specified <b>Report Period</b> .
<b>RA Bil ESL Days</b>	RA-TOTAL-ELIG-BILINGUAL/ESL-DAYS-PRESENT (E1683) Type the total number of days the student was Remote Asynchronous (RA) present and an eligible participant in the state-approved bilingual/ESL program during the specified <b>Report Period</b> .
<b>PRS Days</b>	FLEX-ATTEND-TOTAL-PRS-DAYS-ELIGIBLE (E1048)  Type the total number of days the female student was eligible for Compensatory Education Home Instruction (CEHI) and and/or pregnancy-related services (PRS) during the specified <b>Report Period</b> .
<b>RS PRS Days</b>	RS-TOTAL-ELIG-PREG-REL-SVCS-DAYS-PRESENT (E1686)  Type the total number of days a female student was Remote Synchronous (RS) present or served through Compensatory Education Home Instruction (CEHI) and an eligible recipient of pregnancy related services during the specified <b>Report Period</b> .
<b>RA PRS Days</b>	RA-TOTAL-ELIG-PREG-REL-SVCS-DAYS-PRESENT (E1687)  Type the total number of days a female student was Remote Asynchronous (RA) present or served through Compensatory Education Home Instruction (CEHI) and an eligible recipient of pregnancy related services during the specified <b>Report Period</b> .
<b>Spec Ed Mains Days</b>	TOTAL-ELIG-SP-ED-MAINSTREAM-DAYS-PRESENT (E0940) Type the total number of days the student was present during the specified <b>Report Period</b> and had a special education individualized education program (IEP), which provided for the mainstream instructional arrangement/setting.
<b>RS Spec Ed Mains Days</b>	RS-TOTAL-ELIG-SP-ED-MAINSTREAM-DAYS-PRESENT (E1688) Type the total number of days the student was Remote Synchronous (RS) present during the specified <b>Report Period</b> and had a special education individualized education program (IEP), which provided for the mainstream instructional arrangement/setting.
<b>RA Spec Ed Mains Days</b>	RA-TOTAL-ELIG-SP-ED-MAINSTREAM-DAYS-PRESENT (E1689) Type the total number of days the student was Remote Asynchronous (RA) present during the specified <b>Report Period</b> and had a special education individualized education program (IEP), which provided for the mainstream instructional arrangement/setting.
<b>Res Fac Days</b>	TOTAL-ELIG-RESIDENTIAL-FACILITY-DAYS-PRESENT (E1652) Type the total number of days the student was present and eligible for LEA services in a Residential Facility during a particular reporting period.
<b>RS Res Fac Days</b>	RS-TOTAL-ELIG-RESIDENTIAL-FACILITY-DAYS-PRESENT (E1684) Type the total number of days the student was Remote Synchronous (RS) present and eligible for LEA services in a Residential Facility during a particular reporting period.
<b>RA Res Fac Days</b>	RA-TOTAL-ELIG-RESIDENTIAL-FACILITY-DAYS-PRESENT (E1685) Type the total number of days the student was Remote Asynchronous (RA) present and eligible for LEA services in a Residential Facility during a particular reporting period.



<b>Local ID</b>	LOCAL-STUDENT-ID (E0923)  (Optional) Type the student's local ID number as assigned by the district. This is a nine-digit number, the first three digits of which are the campus ID followed by the student ID.
<b>BiL ESL Fund</b>	BILINGUAL/ESL-FUNDING-CODE (E1651) Code table: C225 Indicate the language program in which the student participates during the reporting period.
<b>RS BiL ESL Fund</b>	RS-BILINGUAL/ESL-FUNDING-CODE (E1680) Code table: C225 Indicate the Remote Synchronous (RS) language program in which the student participates during the reporting period.
<b>RA BiL ESL Fund</b>	RA-BILINGUAL/ESL-FUNDING-CODE (E1681) Code table: C225 Indicate the Remote Asynchronous (RA) language program in which the student participates during the reporting period.

[State Reporting](#) > [Maintenance](#) > [Extended](#) > [Student](#) > [ADSY Spec Ed Att](#)

Update data for the *SpecialProgramsReportingPeriodAttendanceExtension* complex type as needed.

The *SpecialProgramsReportingPeriodAttendanceExtension* complex represents the recording of attendance for a student's special programs reporting period.

DEMO COURSE COMPLETION ESY FLEX ATTENDANCE FLEX ATTENDANCE SPECIAL ED FLEX ATTENDANCE CTE ADSY BASIC ATT ADSY SPEC ED ATT

Complex Type - SpecialProgramsReportingPeriodAttendanceExtension

Delete	Campus	Track	Report Period	Days Taught	Grade	Instructional Setting	RS Instructional Setting	RA Instructional Setting	Eligible Days Present	RS Eligible Days Present	RA Eligible Days Present	Excess Hours	RDSPD	District of RDSPD Service
	101	32	1	0					0.0	0.0	0.0	0.000	0	

Rows: 0

+ Add

<b>Instructional Setting</b>	INSTRUCTIONAL-SETTING-CODE (E0173) Code table: C035  Select the code for the setting used to provide instruction to student.
<b>RS Instructional Setting</b>	RS-INSTRUCTIONAL-SETTING-CODE (E1692) Code table: C035  Select the code for the setting used to provide Remote Synchronous (RS) instruction to student.
<b>RA Instructional Setting</b>	RA-INSTRUCTIONAL-SETTING-CODE (E1693) Code table: C035  Select the code for the setting used to provide Remote Asynchronous (RA) instruction to student.

<b>Eligible Days Present</b>	ELIGIBLE-DAYS-PRESENT-IN-INSTR-SETTING (E0944) Type the number of days the student was eligible and present in a designated instructional setting during the selected reporting period. This is calculated as the total number of days the student was enrolled in special education in a particular instructional setting minus the number of days the student was absent.
<b>Excess Hours</b>	EXCESS-HOURS-IN-INSTRUCTIONAL-SETTING (E0945) Type the number of hours above the allowable six hours per day of combined CTE and special education and related services in a designated instructional setting during a particular reporting period. The Foundation School funding for LEAs is limited to six contact hours per day per student.
<b>RDSPD</b>	Code table: C067  Select the code indicating the student's enrollment in the regional day school program for the deaf (RDSPD).
<b>District of RDSPD Service</b>	Type the county-district number for the district providing RDSPD services to the student.



## Back Cover