TSDS PEIMS Extended Year Submission

Table of Contents

TSDS PEIMS Extended Year Submission 1

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The State Reporting application provides programs to extract the appropriate data for each collection from the 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 extended submission (Submission 4) includes program data for instructional activities between school years for special education, extended year services (ESY), student data, student flexible attendance for credit recovery, and dual-credit course completion.

The Extended Year submission is due August 29, 2024.

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.

TIP: How to review, save or print a report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.
Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

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 the frozen file, extracting data, and manually entering data.
- You can begin working on TSDS extended data at any time; however, the school year must be over before you can extract TSDS Extended data.
- You can extract TSDS extended data whether or not Annual Student Data Rollover (ASDR) has been run; there is an option when extracting extended year data to select current year or last year.

Terminology:

- **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.

Checklist Overview

Checklist Overview:

❑ Verify and update State Reporting options.

❑ Clear all previous data.

❑ Verify data in ASCENDER (Attendance, Grade Reporting, Registration, and Special Ed).

❑ Extract the data. Or, import data from an external file.

❑ Update frozen Organization data as needed.

❑ Update extracted extended data as needed.

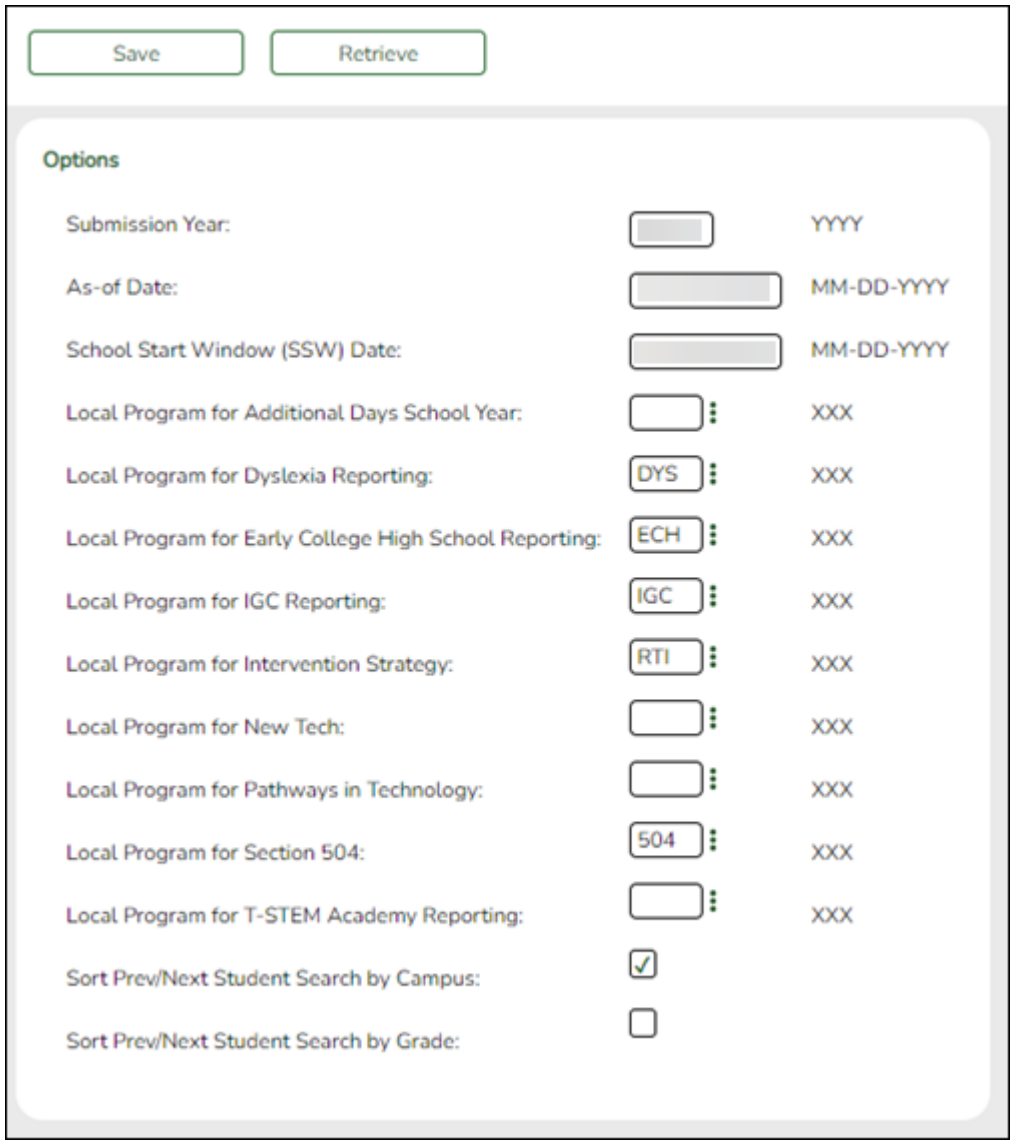
❑ Run extended extract reports, and verify report data.

❑ Create the State Reporting Interchanges xml file.

Before You Extract Data

- Verify State Reporting options.

  State Reporting > Options



☐ Verify that the following are set correctly:

Submission Year	For the 2023-2024 school year, the field must be set to 2024.
Local Program for Additional Days School Year	ADDITIONAL-DAYS-PROGRAM-INDICATOR-CODE (E1671) Code table: C088 Type or click ⋮ to select the code indicating the local program used to identify students participating in the Additional Days School Year Program.
Local Program for Dyslexia Reporting	DYSLEXIA-INDICATOR-CODE (E1530) (S1) Code table: C088 Type or click ⋮ to select the code indicating the local program used to track students identified as dyslexic.
Local Program for Early College High School Reporting	ECHS-INDICATOR-CODE (E1560) (S1, S3, S4) Code table: C088 Type or click ⋮ to select the code indicating the local program used to track students participating in the Early College High School (ECHS) program.

Local Program for IGC Reporting	INDIVIDUAL-GRADUATION-COMMITTEE-REVIEW-CODE (E1563) (S3) Code table: C201 Type or click ⋮ to select the code indicating the local program used to track students assigned to an Individual Graduation Committee (IGC).
Local Program for Intervention Strategy	INTERVENTION-STRATEGY-INDICATOR-CODE (E1602) (S1, S3) Code table: C088 Type or click ⋮ to select the code indicating the local program used to track students at the campus who are participating in an intervention strategy at any time of the year.
Local Program for New Tech	NEW-TECH-INDICATOR-CODE (E1647) (S1, S3, S4) Code table: C088 Type or click ⋮ to select the code indicating the local program used to track students in grade level 7-12 and enrolled in a New Tech Network campus as identified by the New Tech Network.
Local Program for Pathways in Technology	P-TECH-INDICATOR-CODE (E1612) (S1, S3, S4) Code table: C088 Type or click ⋮ to select the code indicating the local program used to track students in grade levels 9-12 who are participating in the Pathways in Technology (P-TECH) Early College High School program.
Local Program for Section 504	SECTION-504-INDICATOR-CODE (E1603) Code table: C088 Type or click ⋮ to select the code indicating that a student received assistance through either an aid, accommodation, or service under Section 504 Rehabilitation Act of 1973 at any time during the school year.
Local Program for T-STEM Academy Reporting	T-STEM-INDICATOR-CODE (E1559) (S1, S3, S4) Code table: C088 Type or click ⋮ to select the code indicating the local program used to track students participating in the Texas Science, Technology, Engineering and Mathematics (T-STEM) Initiative program.

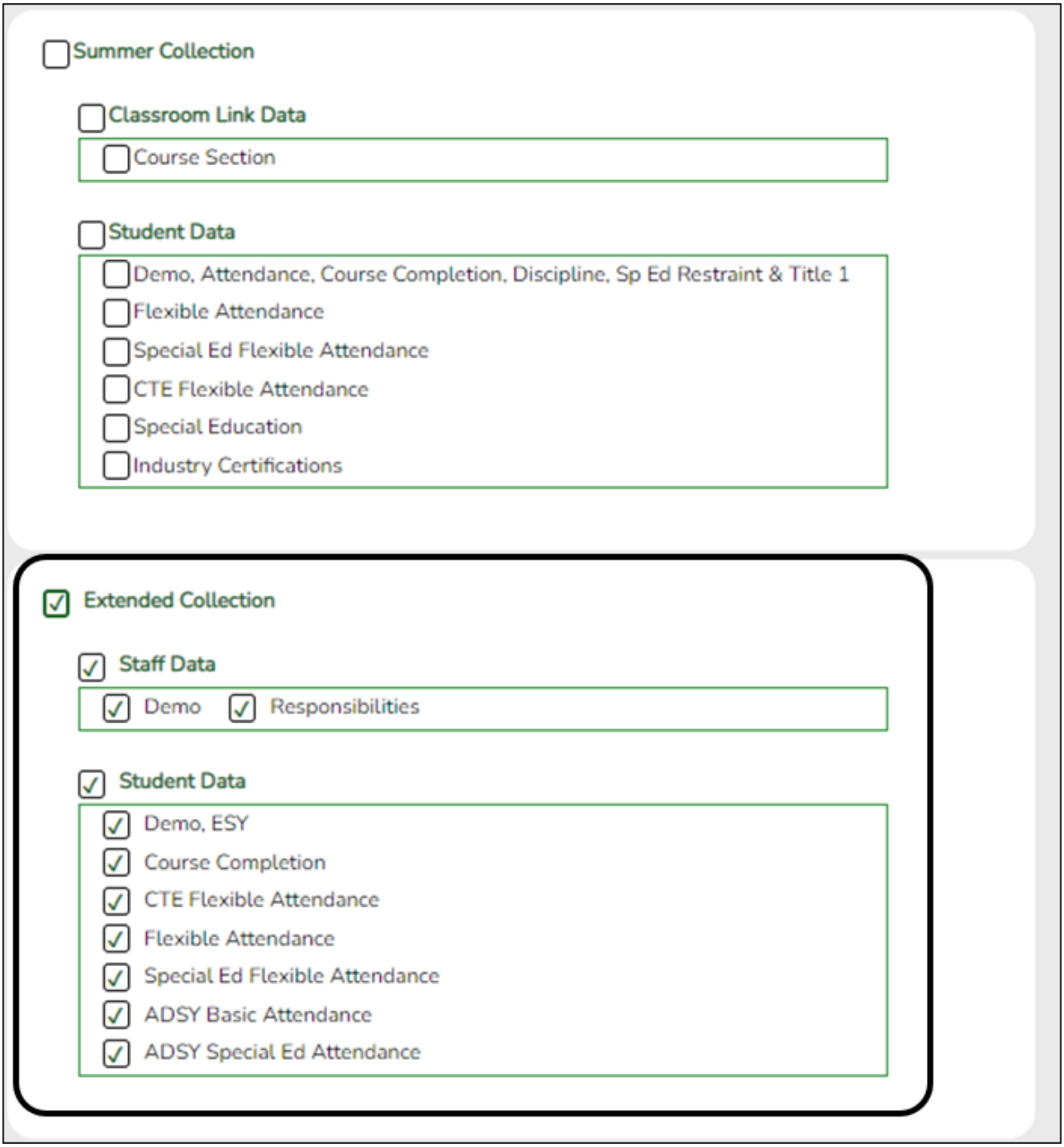
- Clear data from the previous year.

  State Reporting > Utilities > Delete/Clear PEIMS Tables

Prior to extracting any data, previous data must be cleared **from the Extended collection ONLY**. The Delete/Clear Tables utility allows you to delete all selected previous year data from the frozen file. **Use this utility very carefully.**

IMPORTANT:
Be sure all TSDS activities are coordinated so that one group's data is not inadvertently overwritten.

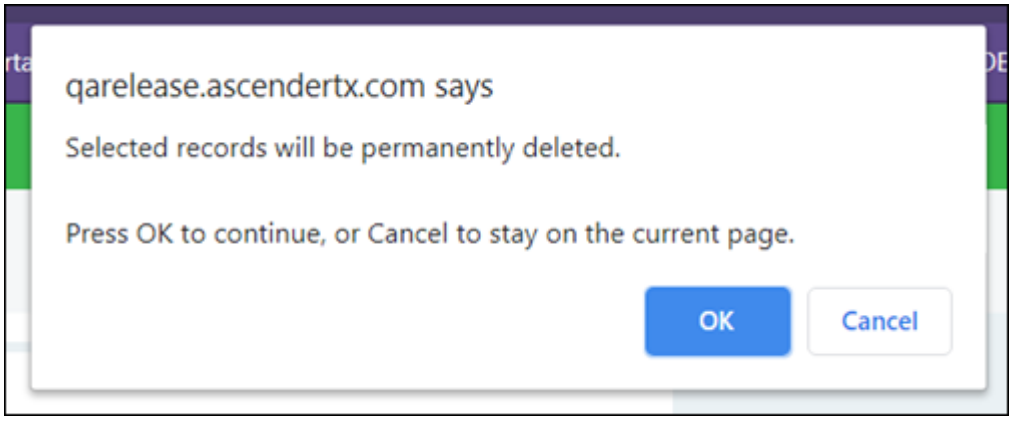
Organization data is manually updated and should not be deleted.



❑ Select the **Extended Collection** group box heading which will select all check boxes.

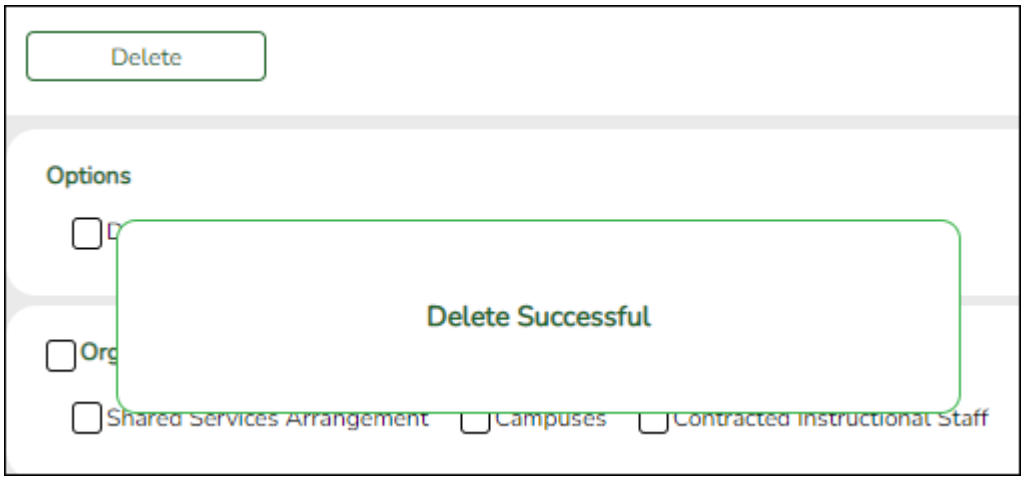
❑ Click **Delete**.

You are prompted to confirm that you want to delete the records.



❑ Click **OK** to continue.

A message is temporarily displayed when the process is finished.



Verify ASCENDER Data

Verify data for each element in the ASCENDER Student application. It is suggested that you run reports first, and then use the maintenance pages 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.

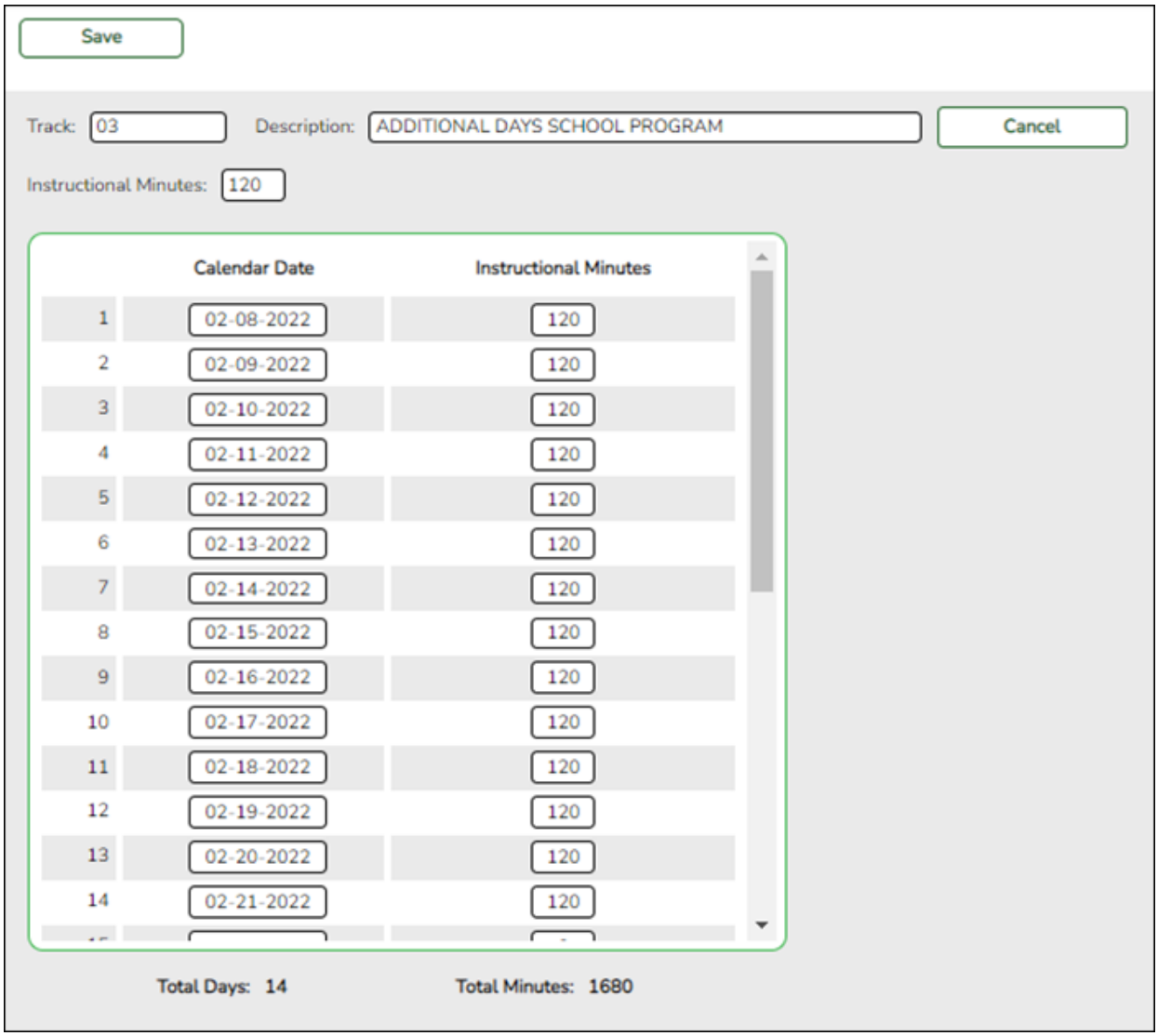
Element	Data Element
E1240	ORGANIZATION-CATEGORY
E0266	CAMPUS-ID
E1093	SCHOOL-YEAR
E1089	COURSE-IDENTIFICATION-SYSTEM
E0001	STUDENT-ID
E0212	DISTRICT-ID
E1523	TX-UNIQUE-STUDENT-ID
E1090	STUDENT-IDENTIFICATION-SYSTEM
E0923	LOCAL-STUDENT-ID
E1085	ATTENDANCE-EVENT-INDICATOR

Attendance

- ADSY Options

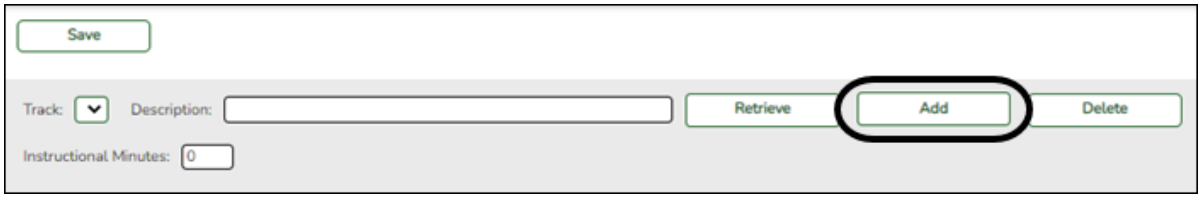
Attendance > Maintenance > Addtnl Days Program > ADSY Options

This page allows you to set create a track that will be used at the campus for the Additional Days Program.
NOTE: Tracks cannot be duplicated.



Add a new track:

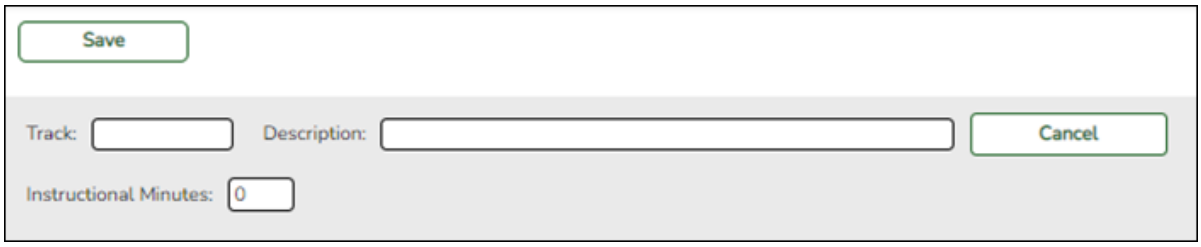
❑ Click **Add**.



❑ Type the new 2-digit track number in the **Track** field. This number cannot be a regular attendance track.

❑ Enter a program description for the track in the **Description** field.

❑ Enter a number of minutes in the **Instructional Minutes** field.

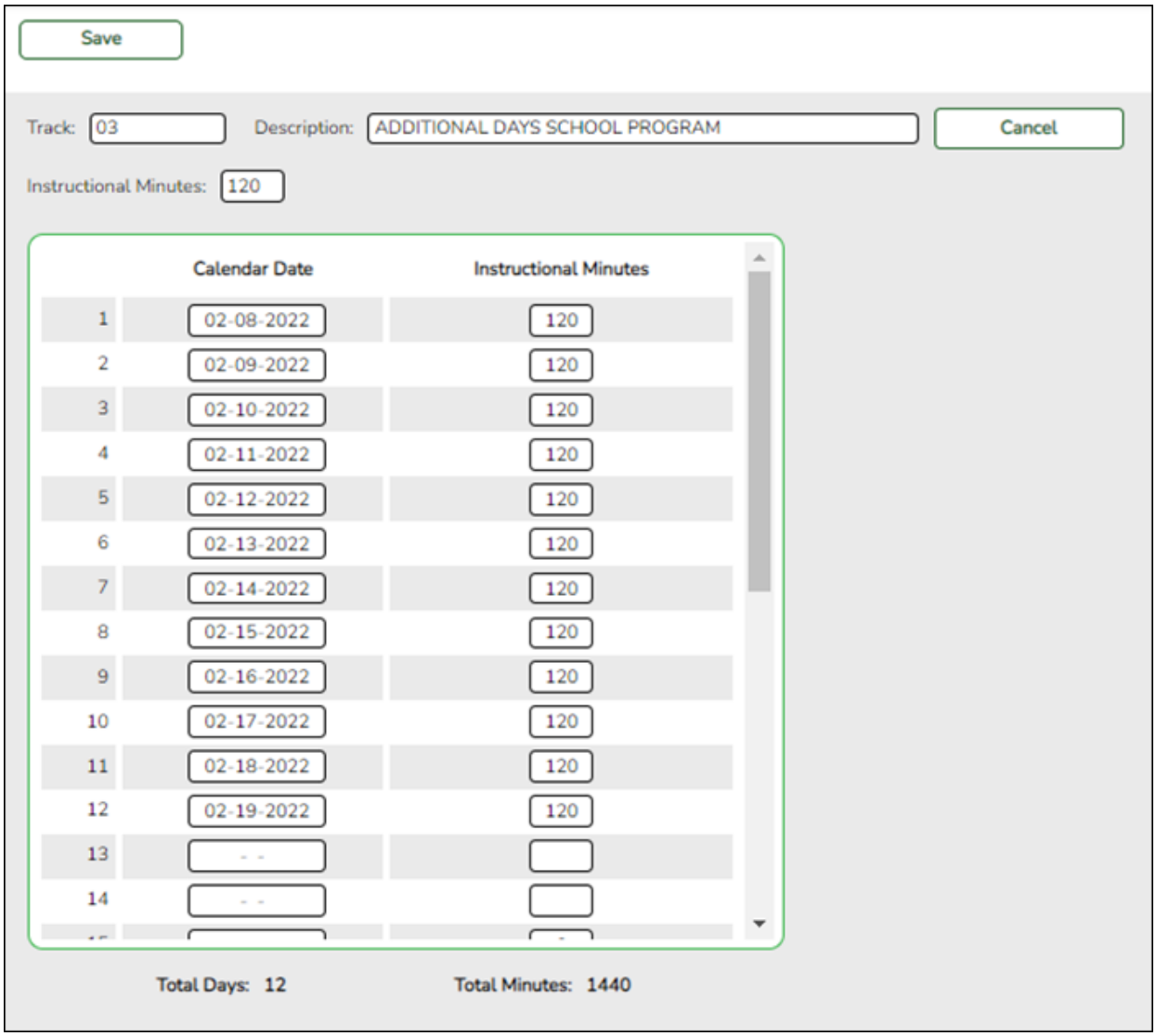


❑ Click **Save** or click **Cancel** to return.

Track	(Required) Select the attendance track.
Description	Type a description of the track, up to 50 characters. This description will appear in the Track field drop-down list on most Attendance > Maintenance > Addtnl Days Program pages.
Instructional Minutes	(Required) The minimum number of minutes that can be entered is 120. When the Instructional Minutes are entered in this field and saved, the daily Instructional Minutes in the table will populate and be editable.

❑ Enter the dates of the program in the **Calendar Date** fields up to 30 days.

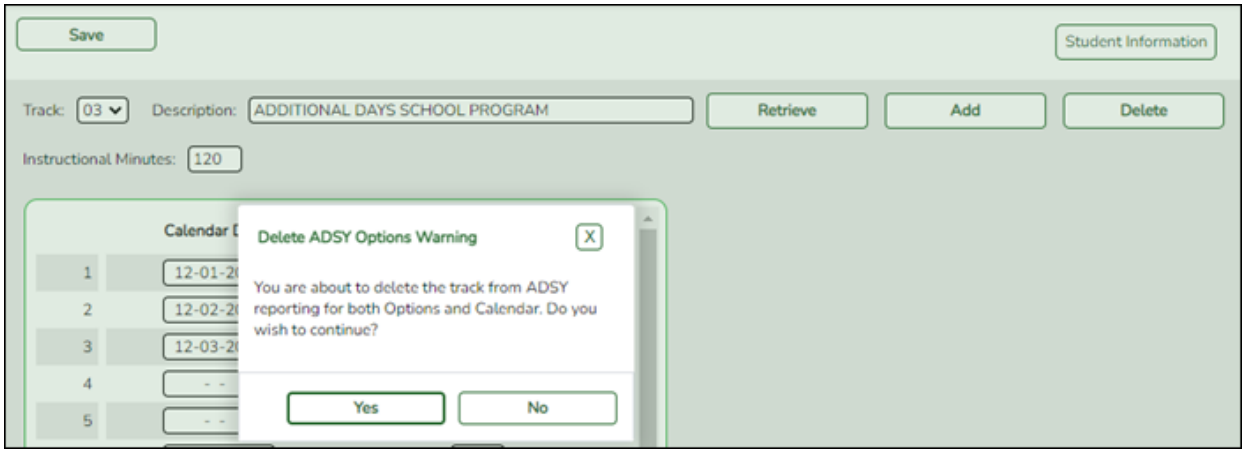
- TEA required dates are September 1, 2022 through August 1, 2023.
- Dates may not be duplicated.



- **Total Days** populates as dates are entered and will auto-sort at **Save**.
- **Total Minutes** will auto-populate at **Save**.

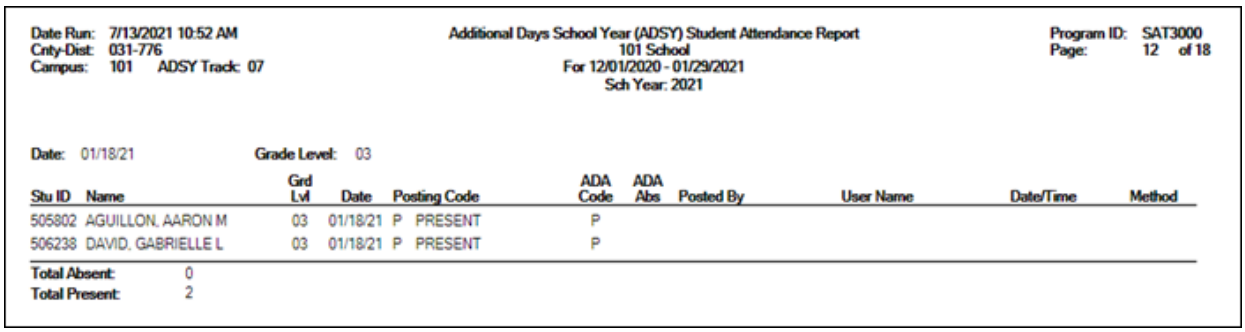
Delete a track:

❑ Click **Delete** to delete a track from ADSY reporting.



- ADSY Attendance

Attendance > Reports > Attendance Reports > Students > SAT3000 ADSY Student Attendance Report



Date Run: 7/13/2021 10:52 AM
Cnty-Dist: 031-776
Campus: 101 ADSY Track: 07

Additional Days School Year (ADSY) Student Attendance Report
101 School
For 12/01/2020 - 01/29/2021
Sch Year: 2021

Program ID: SAT3000
Page: 12 of 18

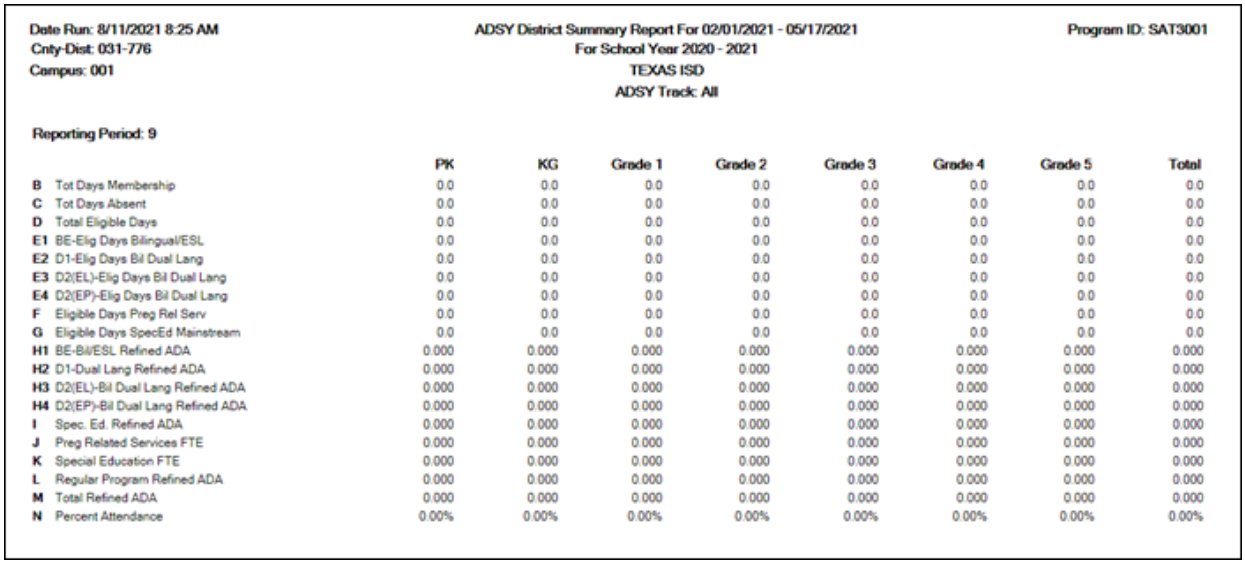
Date: 01/18/21 Grade Level: 03

Stu ID	Name	Grd Lvl	Date	Posting Code	ADA Code	ADA Abs	Posted By	User Name	Date/Time	Method
505802	AGUILLON, AARON M	03	01/18/21	P PRESENT	P					
506238	DAVID, GABRIELLE L	03	01/18/21	P PRESENT	P					

Total Absent: 0
Total Present: 2

SAT3000 will review and verify a student's Additional Days School Year attendance.

Attendance > Reports > Attendance Reports > Audit > SAT3001 ADSY Campus/District Summary



Date Run: 8/11/2021 8:25 AM
Cnty-Dist: 031-776
Campus: 001

ADSY District Summary Report For 02/01/2021 - 05/17/2021
For School Year 2020 - 2021
TEXAS ISD
ADSY Track: All

Program ID: SAT3001

Reporting Period: 9

		PK	KG	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
B	Tot Days Membership	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
C	Tot Days Absent	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
D	Total Eligible Days	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
E1	BE-Elig Days Bilingual/ESL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
E2	D1-Elig Days Bil Dual Lang	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
E3	D2(EL)-Elig Days Bil Dual Lang	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
E4	D2(EP)-Elig Days Bil Dual Lang	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
F	Eligible Days Preg Rel Serv	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
G	Eligible Days SpecEd Mainstream	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
H1	BE-Bil/ESL Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
H2	D1-Dual Lang Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
H3	D2(EL)-Bil Dual Lang Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
H4	D2(EP)-Bil Dual Lang Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
I	Spec. Ed. Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
J	Preg Related Services FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
K	Special Education FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
L	Regular Program Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
M	Total Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
N	Percent Attendance	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

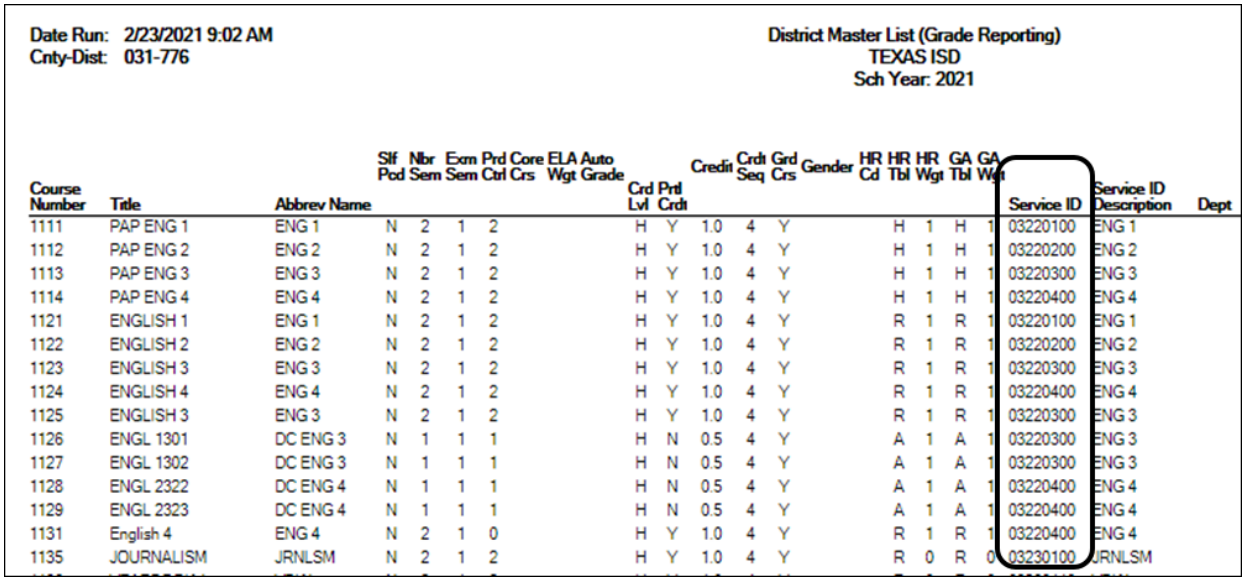
SAT3001 will verify the in-person, remote synchronous and asynchronous data to provide student totals.

Grade Reporting

- Grade Reporting Reports

Grade Reporting Reports > Master Schedules > SGR0050 - District Master List

(Grd Rpting)



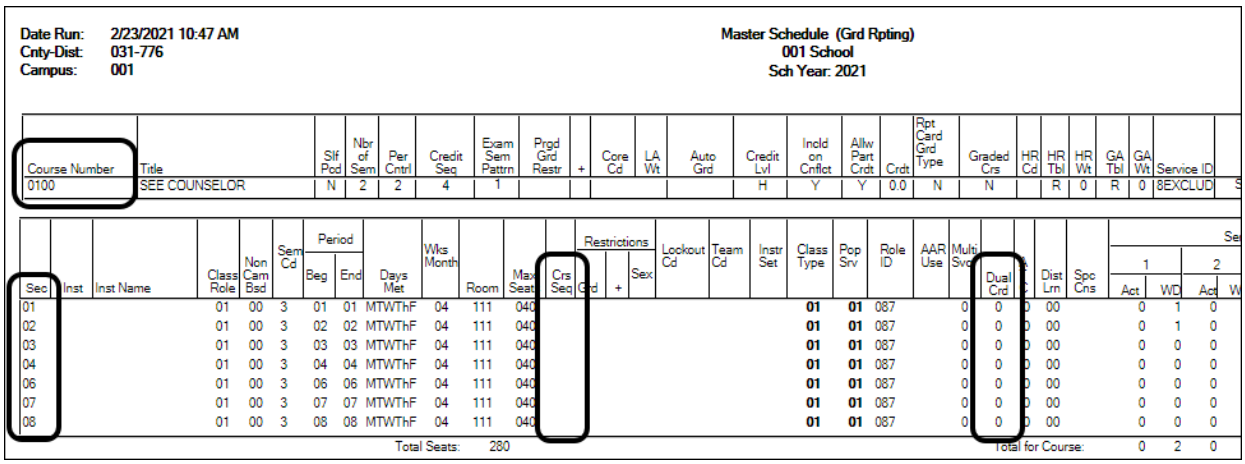
Date Run: 2/23/2021 9:02 AM
Cnty-Dist: 031-776

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	Prd 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	

SGR0050 lists every course in the district master schedule for the school year. Verify applicable data for each dual-credit course offered in the summer.

Grade Reporting Reports > Master Schedules > SGR0100 - Master Schedule (Grd Rpting)



Date Run: 2/23/2021 10:47 AM
Cnty-Dist: 031-776
Campus: 001

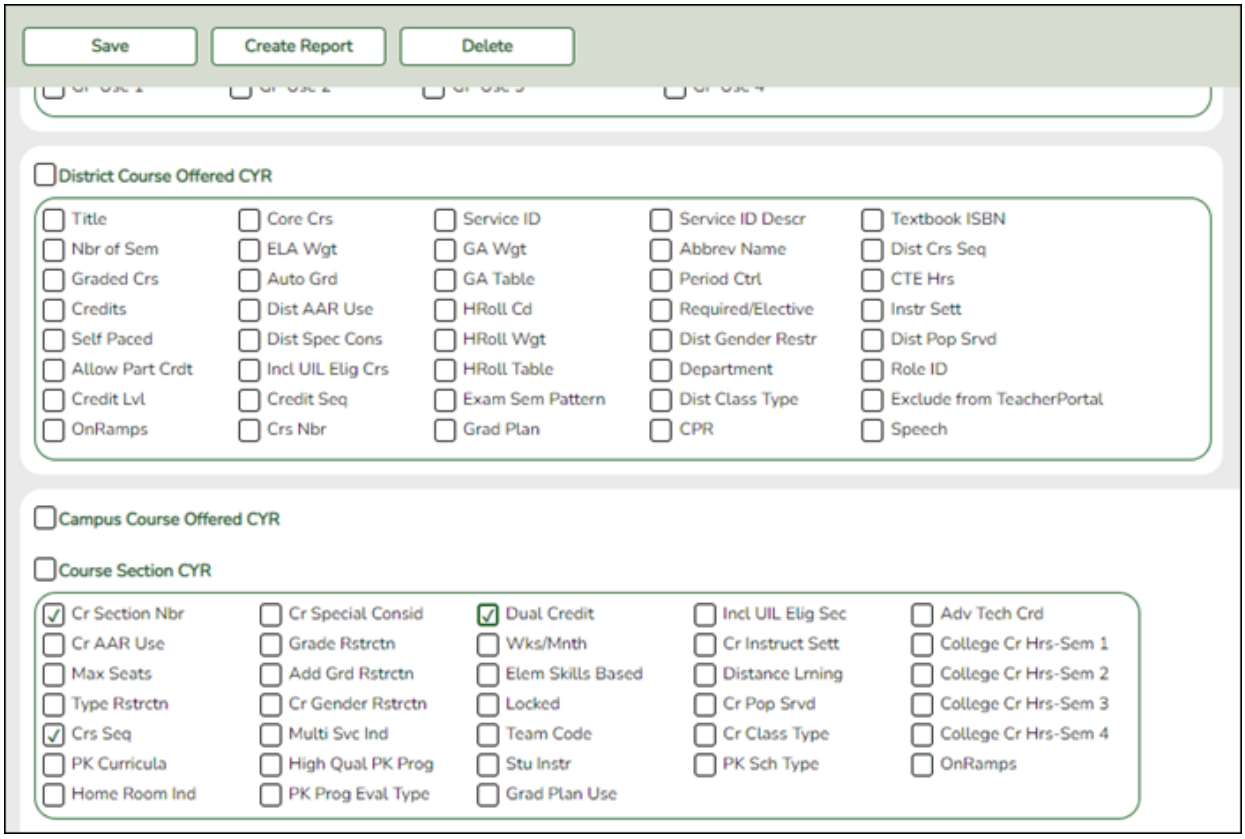
Master Schedule (Grd Rpting)
001 School
Sch Year: 2021

Course Number	Title	Slf Pcd	Nbr of Sem	Per Cntrl	Credit Seq	Exam Sem Pattrn	Prgd Grd Restr	+	Core Cd	LA Wt	Auto Grd	Credit Lvl	Incld on Cnflct	Allw Part Crdt	Crdt	Rpt Card Grd Type	Graded Crs	HR Cd	HR Tbl	HR Wt	GA Tbl	GA Wt	Service ID	
0100	SEE COUNSELOR	N	2	2	4	1						H	Y	Y	0.0	N	N		R	0	R	0	8EXCLUD	S

Sec	Inst	Inst Name	Class Role	Non Cam Bsd	Sem Cd	Period Beg	Period End	Days Met	Wks Month	Room	Max Seat	Restrictions Crs Seq	Restrictions Grd	Restrictions +	Restrictions Sex	Lockout Cd	Team Cd	Instr Set	Class Type	Pop Srv	Role ID	AAR Use	Multi Svc	Dual Crd	Dist Lrn	Spc Cns	Se 1 Act	Se 1 WD	Se 2 Act	Se 2 W
01			01	00	3	01	01	MTWThF	04	111	040								**01**	**01**	087		0	0	00		0	1	0	
02			01	00	3	02	02	MTWThF	04	111	040								**01**	**01**	087		0	0	00		0	1	0	
03			01	00	3	03	03	MTWThF	04	111	040								**01**	**01**	087		0	0	00		0	0	0	
04			01	00	3	04	04	MTWThF	04	111	040								**01**	**01**	087		0	0	00		0	0	0	
06			01	00	3	06	06	MTWThF	04	111	040								**01**	**01**	087		0	0	00		0	0	0	
07			01	00	3	07	07	MTWThF	04	111	040								**01**	**01**	087		0	0	00		0	0	0	
08			01	00	3	08	08	MTWThF	04	111	040								**01**	**01**	087		0	0	00		0	0	0	
								Total Seats:			280														Total for Course:		0	2	0	

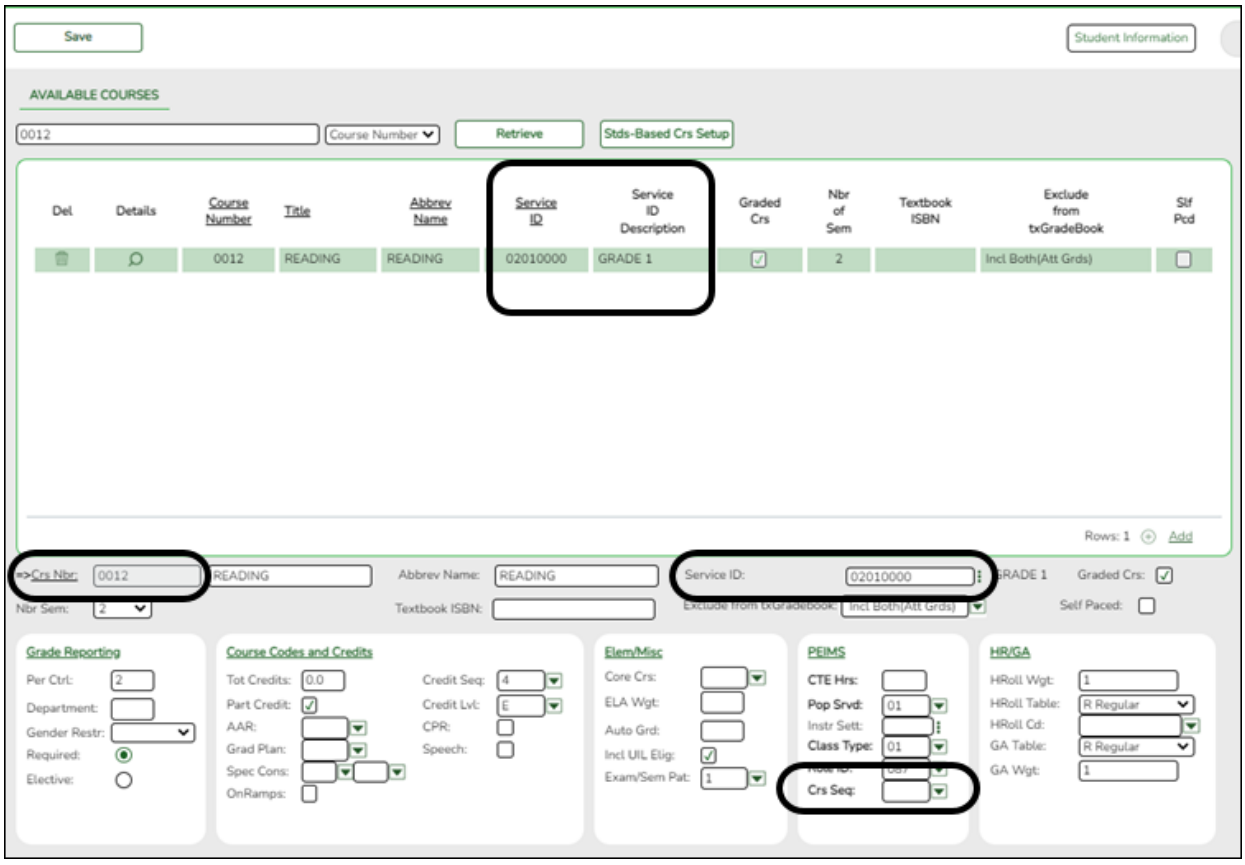
SGR0100 lists every course-section in the campus master schedule. Verify all applicable data for each dual-credit course-section offered in the summer.

Grade Reporting > Reports > Create Grade Reporting Report



Data can be verified by creating a customized report. Select the fields for the various elements, and click **Create Report**.

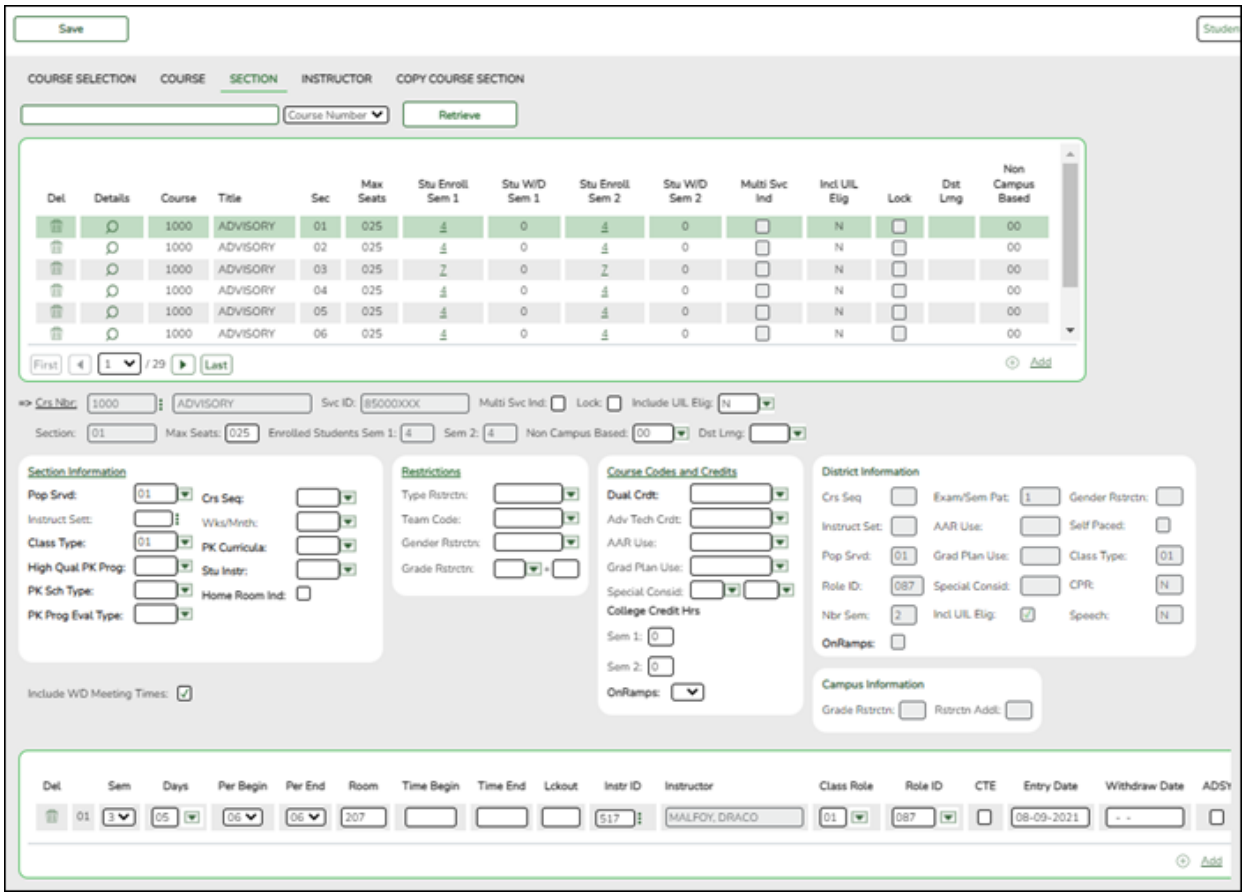
- Grade Reporting > Maintenance > Master Schedule > District Schedule



Reported Elements from District Schedule:

Element	Code Table	Data Element	ASCENDER Name
E0724	C022	SERVICE-ID	Service ID
E0948	C135	COURSE-SEQUENCE-CODE	Crs Seq
E1056	—-	CLASS-ID-NUMBER	—-

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



Reported Elements from Section:

Element	Code Table	Data Element	ASCENDER Name
E0948	C135	COURSE-SEQUENCE-CODE	Crs Seq
E0721	C021	ROLE_ID	Role ID
E0724	C022	SERVICE-ID	Service ID
E1056	—-	CLASS-ID-NUMBER	—-
E0747	C030	POPULATION-SERVED-CODE	Pop Srvd
E170	—-	NUMBER-STUDENTS-IN-CLASS	—-
E1055	C179	CLASS-TYPE-CODE	Class Type
E1673	C088	ADDITIONAL-DAYS-PROGRAM-TEACHER-INDICATOR-CODE	ADSY

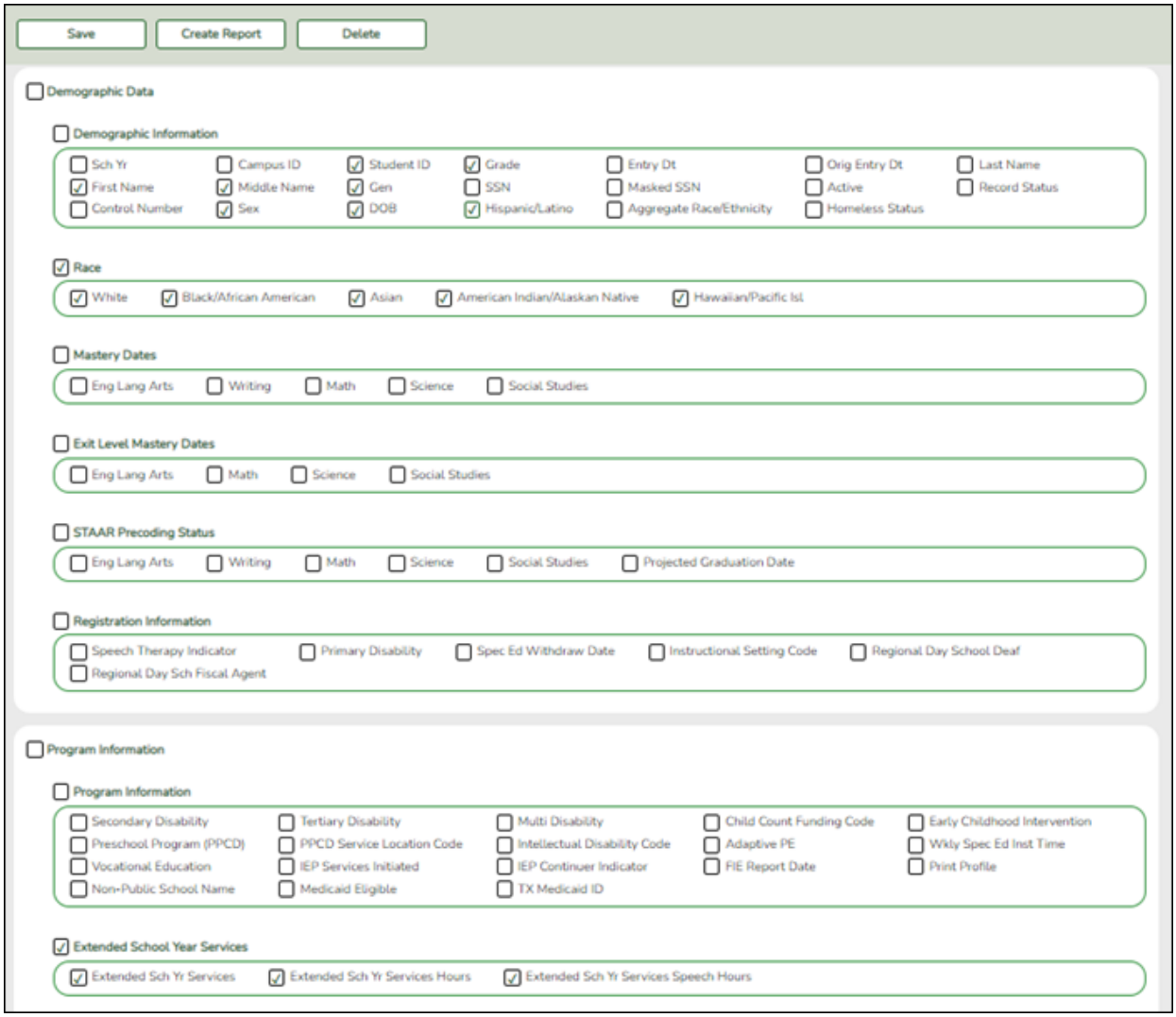
Registration

- Registration Reports

Registration > Reports > Create Registration Report

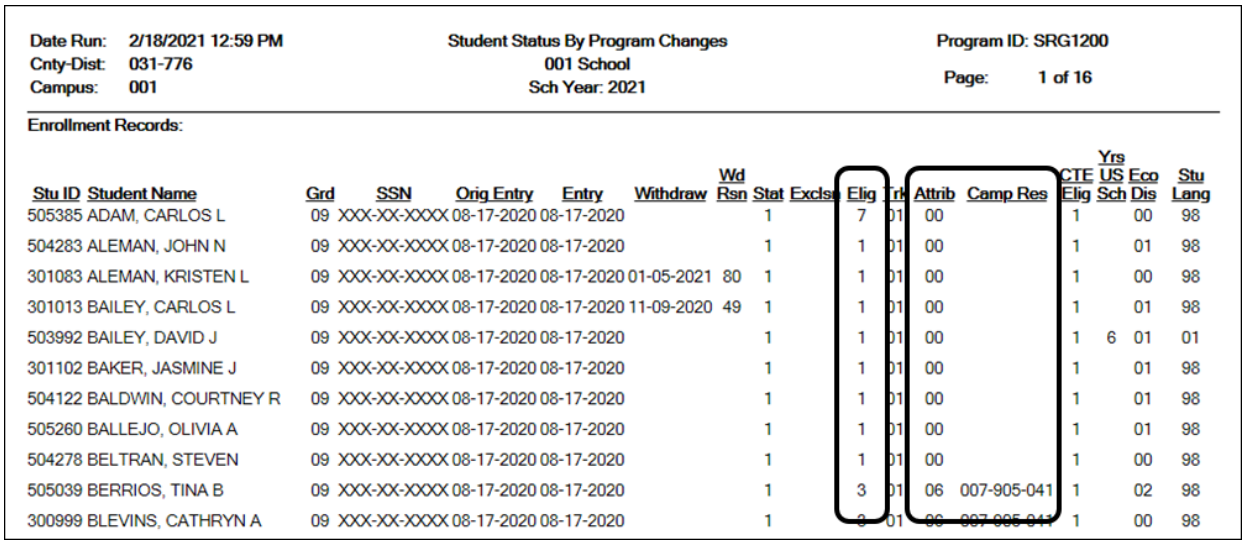
Data in the *Student* category can be verified for students by creating a customized report in Registration. Select the fields for the various elements, and click **Create Report**.

Special Education > Reports > Create Special Ed CY Report



Data in the *Student* category can be verified for students in the ESY program by creating a customized report in Special Education. Select the fields for the various elements, and click **Create Report**.

Registration Reports > Program > SRG1200 - Student Status Changes by Program



Date Run: 2/18/2021 12:59 PM
Cnty-Dist: 031-776
Campus: 001

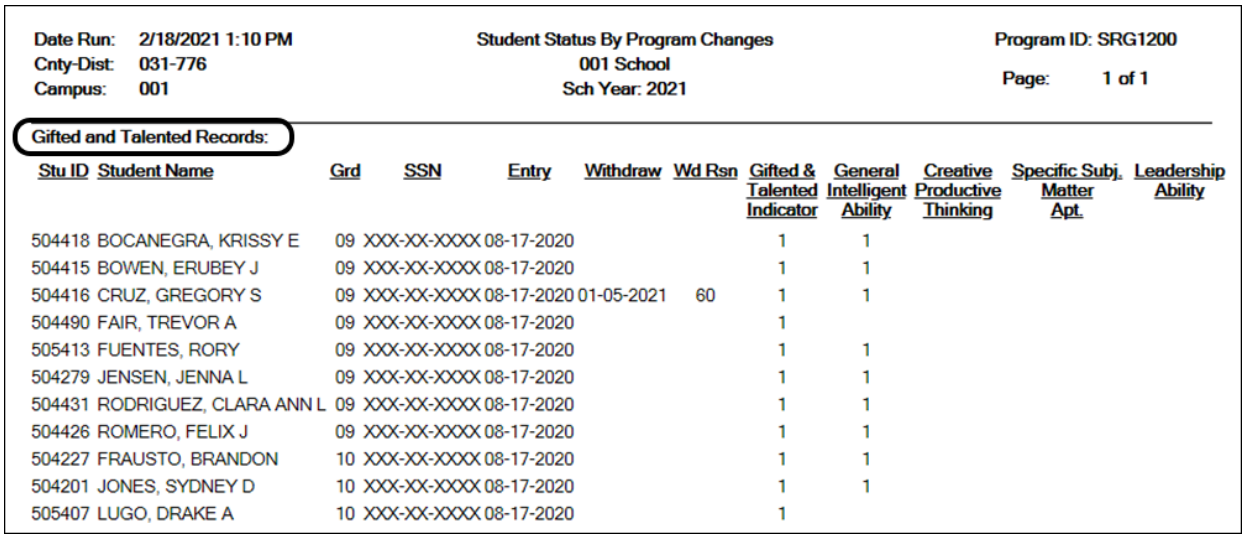
Student Status By Program Changes
001 School
Sch Year: 2021

Program ID: SRG1200
Page: 1 of 16

Enrollment Records:

Stu ID	Student Name	Grd	SSN	Orig Entry	Entry	Withdraw	Wd Rsn	Stat	Exclse	Elig	Trk	Attrib	Camp Res	CTE Elig	Yrs US Sch	Eco Dis	Stu Lang
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
504278	BELTRAN, STEVEN	09	XXX-XX-XXXX	08-17-2020	08-17-2020			1		1	01	00		1		00	98
505039	BERRIOS, TINA B	09	XXX-XX-XXXX	08-17-2020	08-17-2020			1		3	01	06	007-905-041	1		02	98
300999	BLEVINS, CATHRYN A	09	XXX-XX-XXXX	08-17-2020	08-17-2020			1		3	01	06	007-905-041	1		00	98

SRG1200 provides a list of student status in all programs. Set the **Print Enroll Records** parameter to Y. Use the report to verify eligibility, attribution code, and campus of residence.



Date Run: 2/18/2021 1:10 PM
Cnty-Dist: 031-776
Campus: 001

Student Status By Program Changes
001 School
Sch Year: 2021

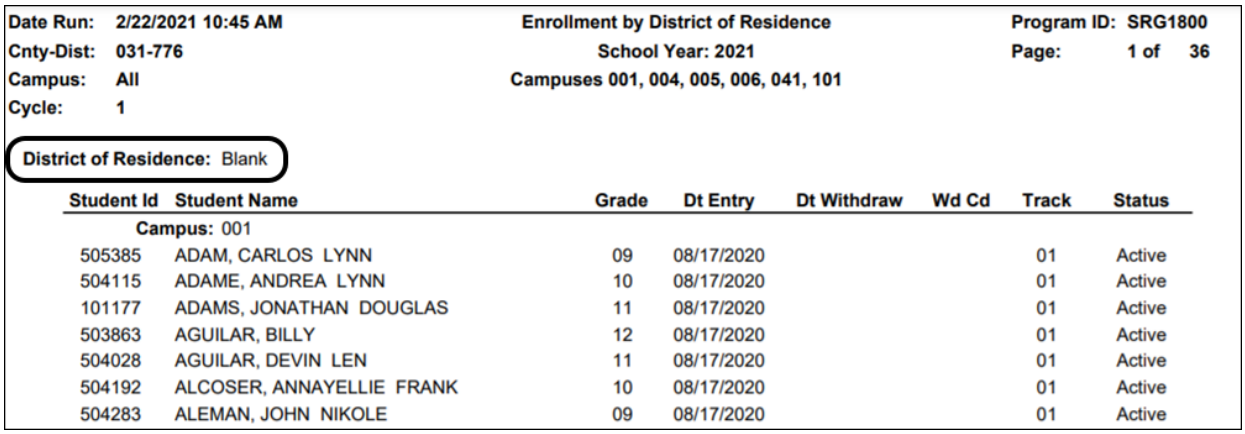
Program ID: SRG1200
Page: 1 of 1

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				

Run SRG1200 with the **Print Gifted/Talented Records** parameter set to Y and leave other program parameters blank. Review and correct data.

Registration Reports > Student > SRG1800 - Enrollment by District of Residence



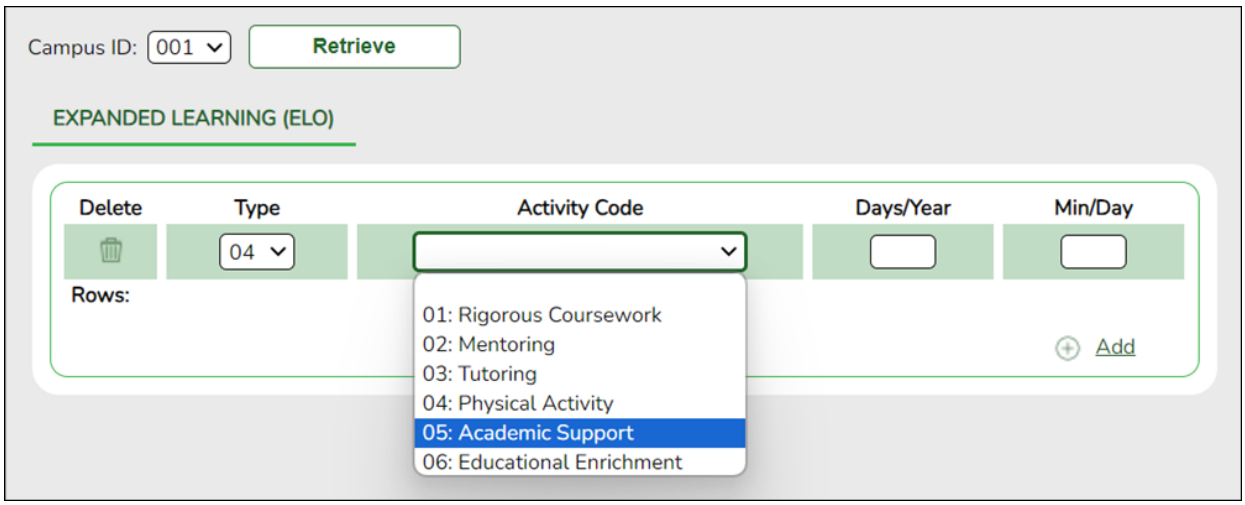
Date Run: 2/22/2021 10:45 AM | Enrollment by District of Residence | Program ID: SRG1800
Cnty-Dist: 031-776 | School Year: 2021 | Page: 1 of 36
Campus: All | Campuses 001, 004, 005, 006, 041, 101
Cycle: 1

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).

- Registration > Maintenance > Campus Profile > Campus Programs > Expanded Learning (ELO)

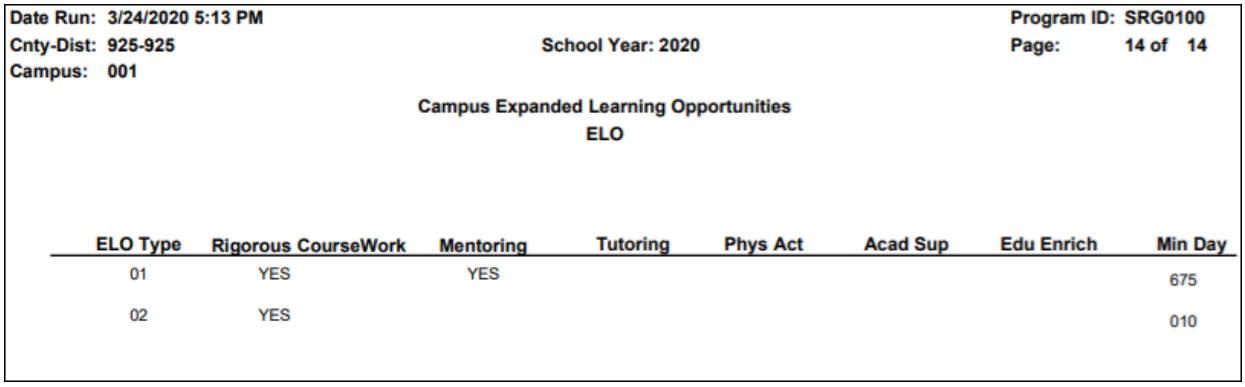


Reported Elements from Expanded Learning (ELO):

Element	Code Table	Data Element	ASCENDER Name
E1614	C218	ELO-TYPE-CODE	Type
E1719	C229	ELO-ACTIVITY-CODE	Activity Code
E1720	—-	ELO-DAYS-SCHEDULED-PER-YEAR	Days/Year
E1621	—-	ELO-MINUTES-SCHEDULED-PER-DAY	Min/Day
E1613	C088	EXPANDED-LEARNING-OPPORTUNITY-INDICATOR-CODE	—-

RUN REPORT TO VERIFY DATA:

Registration > Reports > Registration Reports > Program > SRG0100 - Campus Information



Date Run: 3/24/2020 5:13 PM
Program ID: SRG0100
Cnty-Dist: 925-925
School Year: 2020
Page: 14 of 14
Campus: 001

Campus Expanded Learning Opportunities
ELO

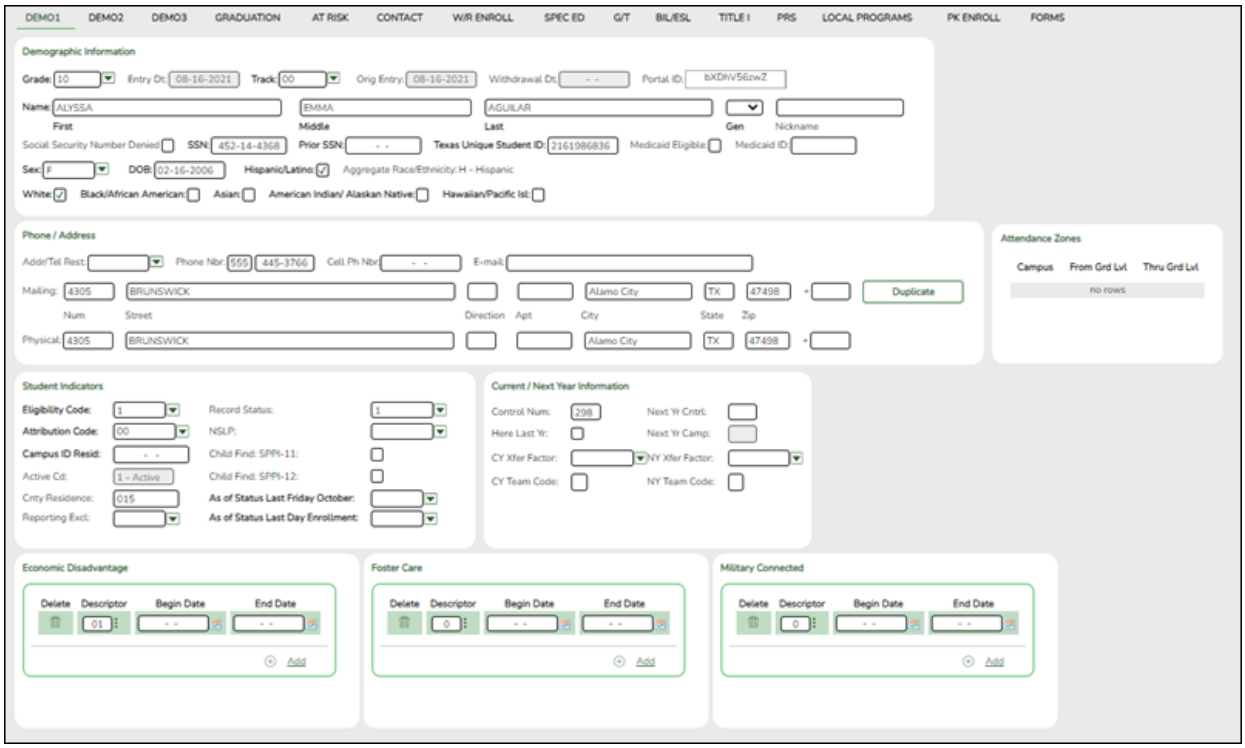
ELO Type	Rigorous CourseWork	Mentoring	Tutoring	Phys Act	Acad Sup	Edu Enrich	Min Day
01	YES	YES					675
02	YES						010

❑ See the **Campus Expanded Learning Opportunities ELO** section of the report.

Expanded Learning Opportunities (ELO) are structured learning programs outside of the regular school day, including before and after school programs and summer programs.

- If a district/campus offers an Expanded Learning Opportunities (ELO) Program, enter the information on this screen in Registration.
- Programs must be at least 45 minutes long to qualify for ELO.
- See the Campus Expanded Learning Opportunities (ELO) section of the report.

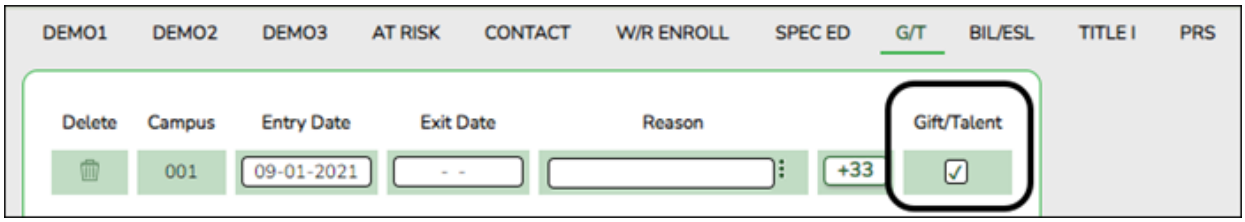
- Registration > Maintenance > Student Enrollment > Demo1



Reported Elements from Demo1:

Element	Code Table	Data Element	ASCENDER Name
E0703	C218	FIRST-NAME	Name - First
E0704	—-	MIDDLE-NAME	Name - Middle
E0705	—-	LAST-NAME	Name - Last
EE0706	C012	GENERATION-CODE	Name - Gen
E001	—-	STUDENT-ID	SSN
E1523	—-	TX-UNIQUE-STUDENT-ID	Texas Unique Student
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
E1528	C196	FOSTER-CARE-INDICATOR-CODE	Foster Care
E0782	—-	CAMPUS-ID-OF-ENROLLMENT	—-
E0017	C050	GRADE-LEVEL-CODE	Grade
E1000	C161	STUDENT-ATTRIBUTION-CODE	Attribution Cd
E0903	—-	CAMPUS-ID-OF-RESIDENCE	Camp ID Resid

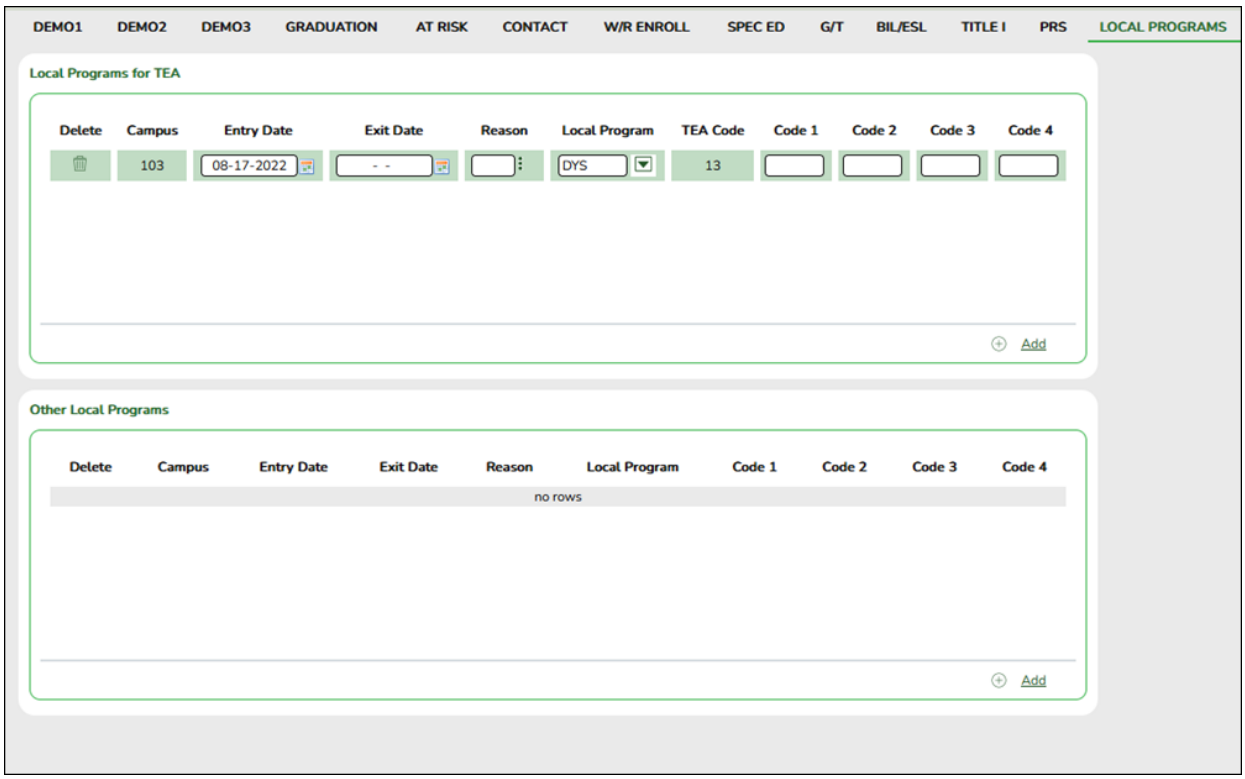
- Registration > Maintenance > Student Enrollment > G/T



Reported Elements from G/T:

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

- Registration > Maintenance > Student Enrollment > Local Programs



Reported Elements from Local Programs:

NOTE: ECHS, T-STEM, P-TECH, and any needed crisis codes should be set up as local programs on ***Registration > Maintenance > Campus Profile > Campus Local Program Codes***. The student should have a row in the Local Programs for TEA group box where **Local Program** set to the local code that is applicable to the student.

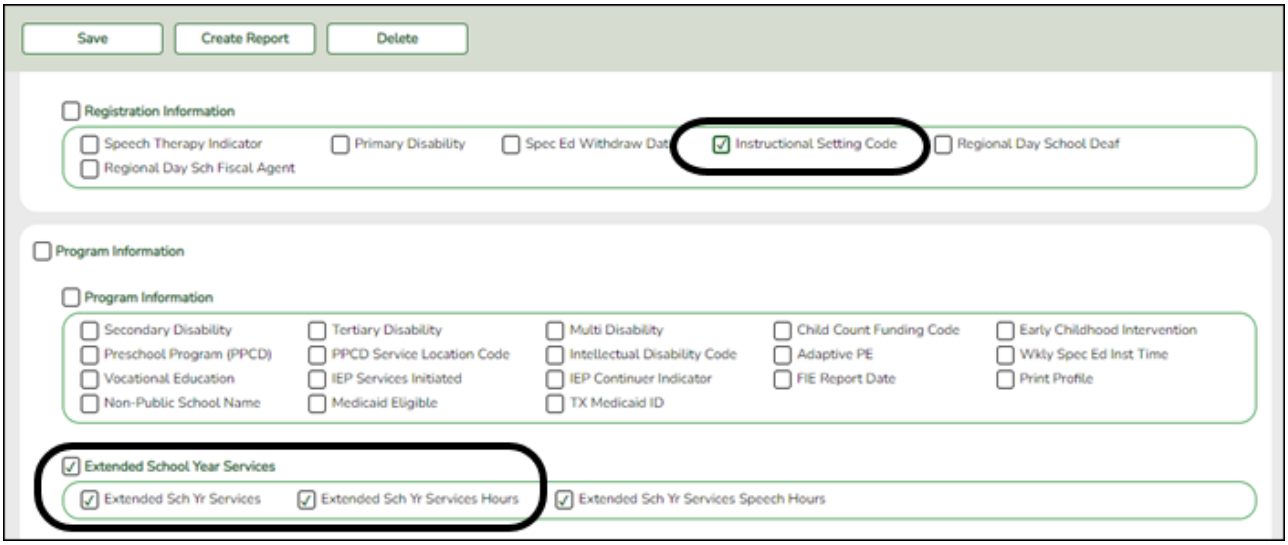
Element	Code Table	Data Element	ASCENDER Name
E1560	C088	ECHS-INDICATOR-CODE	—-
E1559	C088	T-STEM-INDICATOR-CODE	—-

Element	Code Table	Data Element	ASCENDER Name
E1612	C088	P-TECH-INDICATOR-CODE	—-
E1054	C178	CRISIS-CODE	—-
E1672	C088	ADDITIONAL-DAYS-PROGRAM-PARTICIPATION-INDICATOR-CODE	—-

Special Education

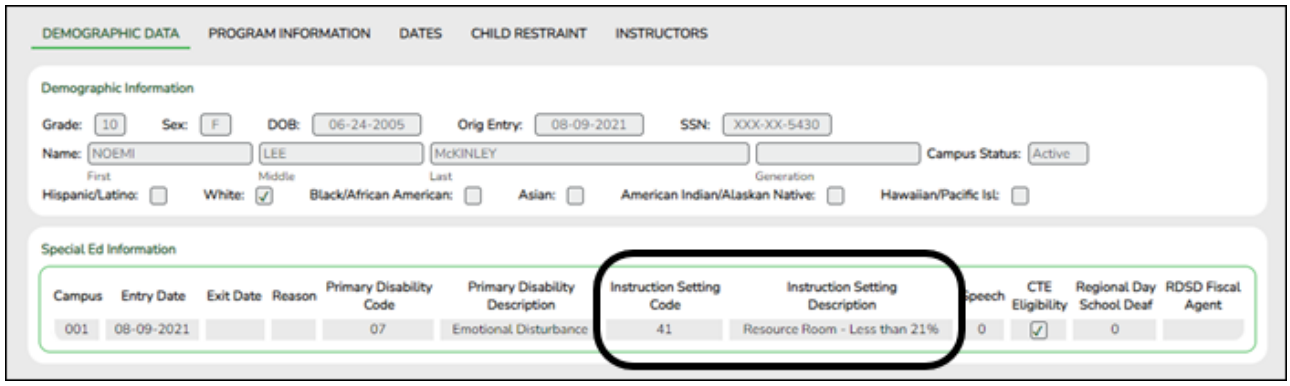
- Special Education Reports

Special Education > Reports > Create Special Ed CY Report



Data can be verified by creating a customized report. Select the applicable fields and click **Create Report**.

- Special Education > Maintenance > Student Sp Ed Data > Current Year > Demographic Data

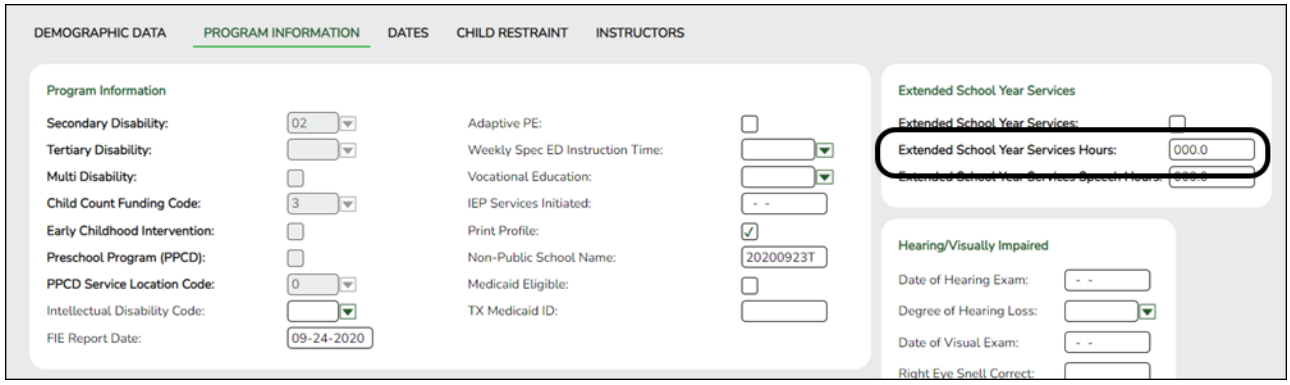


This element is extracted from the Special Ed application, but is maintained on ***Registration > Maintenance > Student Enrollment > SpecEd***.

Reported Elements from Demographic Data:

Element	Code Table	Data Element	ASCENDER Name
E0173	C035	INSTRUCTIONAL-SETTING-CODE	Instruction Setting Code

- Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information



Reported Elements from Program Information:

Element	Code Table	Data Element	ASCENDER Name
E1013	—-	TOTAL-ESY-CONTACT-HRS-IN-INSTR-SETTING	Extended School Year Services Hours

Extract or Import Data

- Complete the extended extract.

  If you do not extract your data, skip this section.

  State Reporting > Extracts > Extended

  If you are running the Extended School Year (ESY) services extract, all existing ESY data in State Reporting is deleted. If you are running the Bilingual/ESL Summer School Program extract, all bilingual/ESL summer school indicators in State Reporting are set to 0. After the extracts have run, all demographic records in State Reporting for students who are not coded ESY or bilingual/ESL summer school are deleted.

  - Any combination of data can be extracted. Each option displays a separate error report.
  - The ESY extract sets the Bilingual/ESL indicators on the State Reporting demographic record if the options are set on the student record.

  If you are running the Additional Days School Year Program (ADSY) extract, when selected, this option will create the student demographic, basic attendance, and special education attendance for students participating in the Additional Days School Year Program. It will also create the staff demographic and responsibility records for a teacher with role ID 087 and 047 teaching a designed Additional Days School Year course with at least one enrolled student who is participating in the Additional Days School Year Program.

Info	**Ending School Year**	(Display only) The submission year as entered in the **Submission Year** field on State Reporting > Options is displayed.
	Local Program Code for Additional Days School Year	(Display only) The district local program code used to track students participating in the Additional Days School Year program is displayed, as entered in the **Local Program for Additional Days School Year** field on State Reporting > Options.
	Local Program Code for Crisis Reporting	(Display only) The district local program code used to track students that may require additional funding, educational, or social services.
	Local Program Code for Early College High School Reporting	(Display only) The district local program code used to track students participating in the Early College High School (ECHS) program is displayed, as entered in the **Local Program for Early College High School Reporting** field on State Reporting > Options.
	Local Program Code for Pathways in Technology	(Display only) The district local program code used to track students participating in the Pathways in Technology (P-TECH) Early College High School program, as entered in the **Local Program for Pathways in Technology** field on State Reporting > Options.
	Local Program Code for T-STEM Academy Reporting	(Display only) The district local program code used to track students participating in the Texas Science, Technology, Engineering and Mathematics (T-STEM) Initiative program is displayed, as entered in the **Local Program for T-STEM Academy Reporting** field on State Reporting > Options.
	Local Program Code for New Tech	(Display only) The district local program code used to track students in grade level 7-12 and enrolled in a New Tech Network campus as identified by the New Tech Network, as entered in the **Local Program for New Tech** field on State Reporting > Options.
School Year Selection	**Current School Year (*xxxx-xxxx* Extended Collection)**	Select if you have *not* run Annual Student Data Rollover. If selected, the **Ending School Year** on the report will display the next school year (2021).
	Previous School Year (*xxxx-xxxx* Extended Collection)	Select if you have already run Annual Student Data Rollover. If selected, the **Ending School Year** on the report will display the current school year (2020).
Programs and Services	**Additional Days School Year**	Select to extract Additional Days School Year Program data for the Current School Year or Prior School Year.
	Bilingual/ESL Summer School Program	Select to extract bilingual/ESL summer school data. All bilingual/ESL summer school indicators in State Reporting are set to zero.
	Extended School Year Services	Select to extract ESY data. All existing ESY data in State Reporting is deleted. The extract sets the bilingual/ESL indicators in the State Reporting demographic record if they are set on the student record.

❑ Click **Run** to extract the selected records. A message is displayed indicating that the extract is complete.

Print ADSY	If ADSY data was extracted, click to view the ADSY report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
Print Bil/ESL	If bilingual/ESL data was extracted, click to view the ESY Error report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Print ESY	If ESY data was extracted, click to view the ESY Summary report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

❑ Correct data and rerun the extract until there are no FATAL errors.

- Or, import data from an external file.

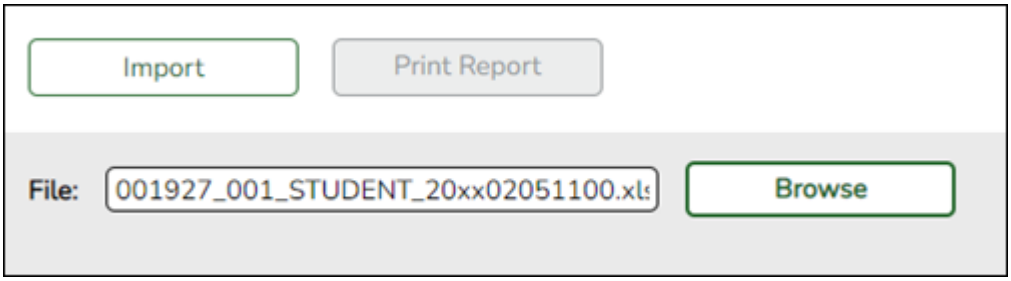
  State Reporting > Utilities > Import External File

  Some districts may update data in TSDS tables from a text flat file created outside ASCENDER where each row in the file corresponds to a TSDS record. The only TSDS record types available for importing for Submission 4 are:

  - Organization-District (010)
  - Organization-Campus (020)

  All other records are skipped.

  See online Help for file layout.



File	Click **Browse** to select the file to import. The first letter of the filename indicates the submission period and must be one the following in order to be imported: F (fall) M (mid-year) S (summer) E (extended) Once a file has been selected the **Import** button is enabled.

❑ Click **Import**.

When the import is complete, results are displayed, including counts of errors, records read, records skipped, and records by type.

Valid records are imported. Records marked with errors are not imported.

Correct any errors, and then run the Delete Tables utility to clear out the imported data; otherwise duplicate record errors will occur when you attempt to import a second time for the valid records that were imported originally.

Print Report	Click to print the PEIMS Import External File Report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click ✕ to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
	Records that resulted in an error are listed. The line number in the file corresponding to the record that caused an error is displayed in the first column, and the record itself is displayed in the second column. A summary of the import is printed on the last page of the report.

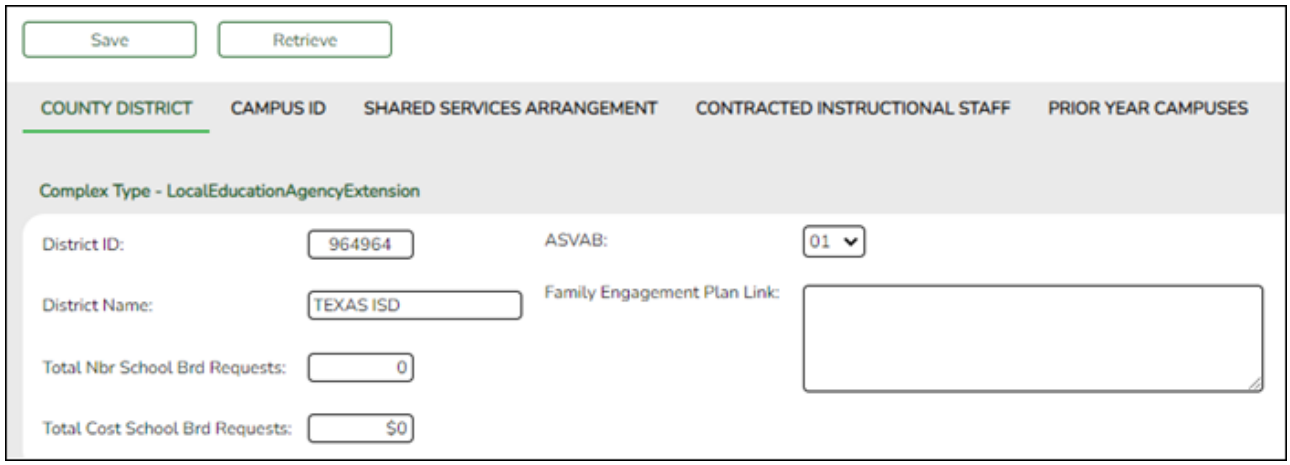
Contact the TSDS PEIMS Coordinator at your regional education service center for further assistance.

After you Extract Data

1. Verify and update frozen organization data.

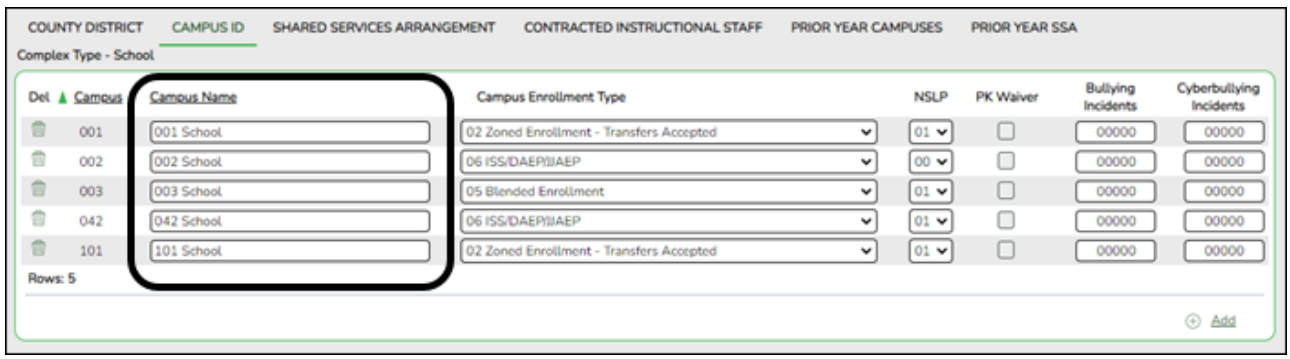
> **NOTE:** Organization data is always maintained from the Organization maintenance pages; there is no extract.

State Reporting > Maintenance > Organization > County District



❑ Update data for the *LocalEducationAgencyExtension* complex type as needed. For Submission 4, only **District ID** and **District Name** are required.

State Reporting > Maintenance > Organization > Campus ID



❑ Update data for the *School* complex type as needed. For Submission 4, only **Campus** (ID) and **Campus Name** are required.

2. Enter/update frozen data.

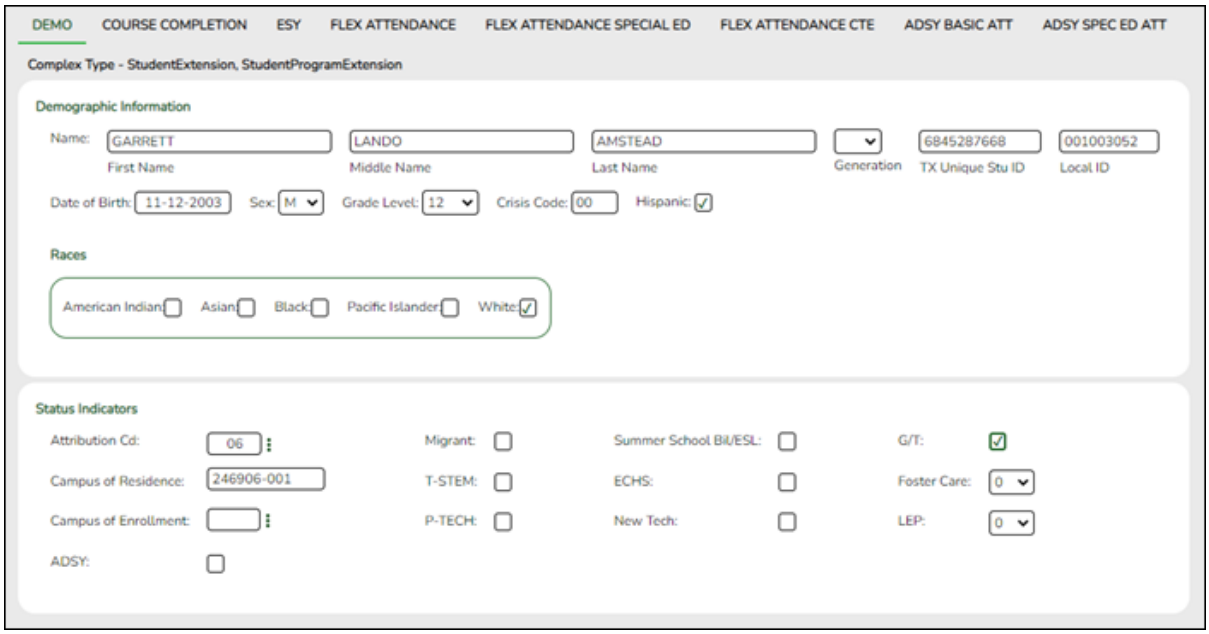
You may find extracted or merged records containing incomplete or inaccurate information. Use the Extended maintenance pages to update and correct the data saved in the district database (i.e., frozen data).

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



❑ 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)
District Admin > Maintenance > Non-Employee		
Staff Type	STAFF-TYPE-CODE (E1073) (Code table: C181)	Extracted as 1 unless a non-employee record exists
Human Resources > Maintenance > Staff Demo > Demographic Information		
Name - First	FIRST-NAME (E0703)	**Legal - First**
Name - Middle	MIDDLE-NAME (E0704)	**Legal - Middle**
Name - Last	LAST-NAME (E0705)	**Legal - Last**
Generation	GENERATION-CODE (E0706) (Code table: C012)	**Legal - Generation**
TX Unique Staff ID	TX-UNIQUE-STAFF-ID (E1524)	**Texas Unique Staff ID**
Date of Birth	DATE-OF-BIRTH (E0006)	**DOB**
Sex	SEX-CODE (E0004) (Code table: C013)	**Sex**
Hispanic	HISPANIC-LATINO-CODE (E1064) (Code table: C088)	**Hispanic/Latino**
Races - American Indian	AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059) (Code table: C088)	
Races - Asian	ASIAN-CODE (E1060) (Code table: C088)	
Races - Black	BLACK-AFRICAN-AMERICAN-CODE (E1061) (Code table: C088)	
Races - Pacific Islander	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062) (Code table: C088)	
Races - White	WHITE-CODE (E1063) (Code table: C088)	
Human Resources > Maintenance > Staff Job/Pay Data > Employment Info		
Percent of Day	PERCENT-DAY-EMPLOYED (E0760)	**Percent Day Employed**

State Reporting Field	Element	ASCENDER Field(s)
District Years	YEARS-EXPERIENCE-IN-DISTRICT (E0161)	**Years Experience - Professional - In District**
Total Years	TOTAL-YEARS-PROF-EXPERIENCE Years (E0130)	**Experience - Professional - Total**
Highest Degree	HIGHEST-DEGREE-LEVEL-CODE (E0730) (Code table: C015)	**Highest Degree**
Auxiliary Role ID	AUXILIARY-ROLE-ID PEIMS (E1594) (Code table: C213)	**Auxiliary Role ID**
Human Resources > Maintenance > Staff Job/Pay Data > Job Info		
Days Employed	NUMBER-DAYS-EMPLOYED (E0160)	**Calendar/Local Info - # of Days EmpId**

- Enter course completion data for dual-credit courses.

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

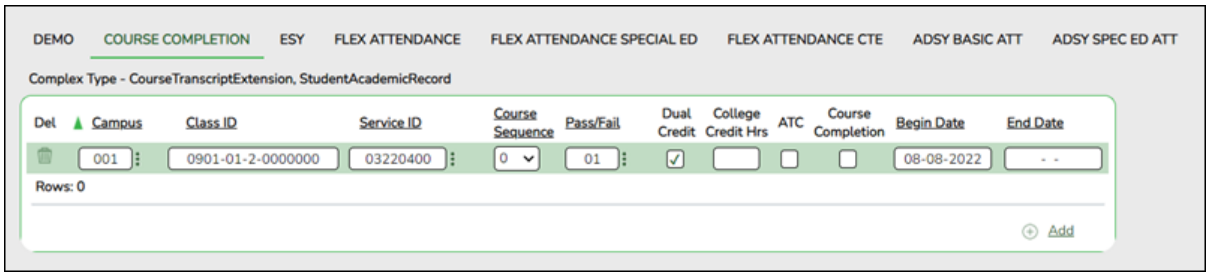
In submission 4, one *StudentAcademicRecord* complex type must be submitted for each unique class (course-section) that was attended by a student during the summer (between school years) for the purpose of attempting to earn dual credit.

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.

Campus ID	CAMPUS-ID-OF-ENROLLMENT (E0782) 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.
Class ID	CLASS-ID-NUMBER (E1056) 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. 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. 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.
Service ID	SERVICE-ID (E0724) Code table: C022 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.
Course Sequence	COURSE-SEQUENCE-CODE (E0948) Code table: C135 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. Rule 43415-0036: If a student passed a course where **Dual Credit** is selected and **Course Sequence** is 0, 2, 5, or 9, then **College Credit Hrs** must be greater than 0.

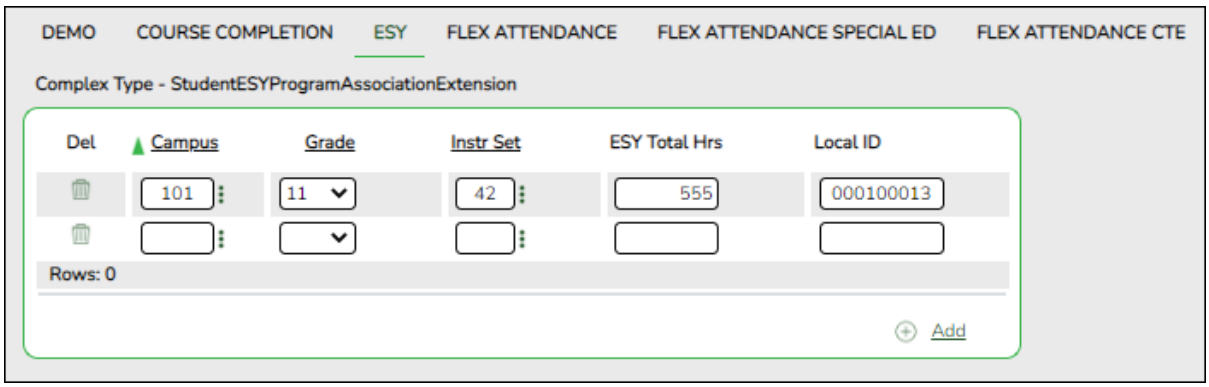
Pass/Fail	PASS/FAIL-CREDIT-INDICATOR-CODE (E0949) Code table: C136 Select the student's outcome for the course. You must enter a pass/fail indicator for each service ID reported. Rule 43415-0036: If a student passed a course where **Dual Credit** is selected and **Course Sequence** is 0, 2, 5, or 9, then **College Credit Hrs** must be greater than 0.
Dual Credit	DUAL-CREDIT-INDICATOR-CODE (E1011) Code table: C088 Select if the student is eligible to receive both high school and college credit for the course. You can select **Dual Credit** or **ATC**, but not both. Rule 43415-0036: If a student passed a course where **Dual Credit** is selected and **Course Sequence** is 0, 2, 5, or 9, then **College Credit Hrs** must be greater than 0.
College Credit Hrs	COLLEGE-CREDIT-HOURS (E1081) 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.
ATC	ATC-INDICATOR-CODE ATC (E1058) PEIMS code table: C088 For Submission 4, the field must be 0 (i.e., not selected).
Course Completion	COURSE-COMPLETION-INDICATOR (E1068) 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. The PASS/FAIL-CREDIT-INDICATOR-CODE field is used for COURSE-COMPLETION-INDICATOR. All students must have a Pass/Fail indicator to create the course completion record.
Begin Date	STUDENT-BEGIN-DATE (E1069) 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.
End Date	STUDENT-END-DATE (E1070) 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.

❑ 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



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

Cross reference for ESY tab:

State Reporting Field	Element	ASCENDER Field(s)
Registration > Maintenance > Student Enrollment > Demo1		
Grade	GRADE-LEVEL-CODE (E0017) (Code table: C050)	**Grade**
Special Education > Maintenance > Student Sp Ed Data > Current Year > Demographic Data		
Instr Set	INSTRUCTIONAL-SETTING-CODE (E0173) (Code table: C035)	**Instruction Setting Code**
Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information		
ESY Total Hrs	TOTAL-ESY-CONTACT-HOURS-IN-INSTR-SETTING (E1013)	**Extended School Year Services Hours**
Registration > Maintenance > Student Enrollment (Directory)		

State Reporting Field	Element	ASCENDER Field(s)
Local ID	LOCAL-STUDENT-ID (E0923)	Campus ID plus student ID (most current campus of enrollment for the school year)

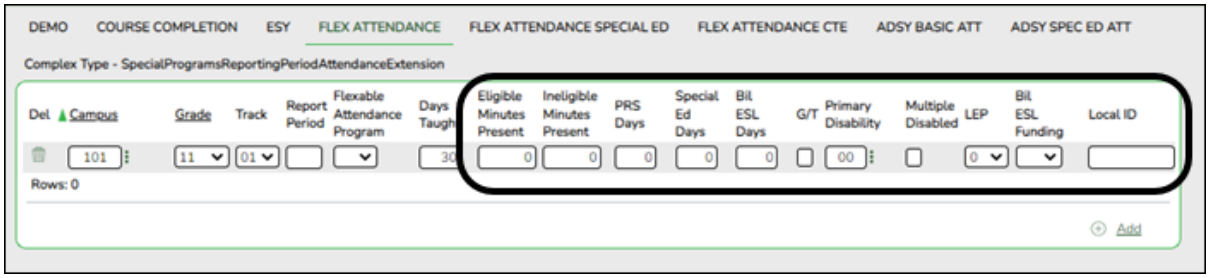
- Enter flexible attendance data.

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:

Campus	CAMPUS-ID-OF-ENROLLMENT (E0782) Type or select the three-digit campus ID.
Grade	GRADE-LEVEL-CODE (E0017) Code table: C050 Select the student's current grade level.
Track	INSTRUCTIONAL-TRACK-INDICATOR-CODE (E0975) Code table: C141 Select the campus calendar track to which the student is assigned.
Report Period	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.
Flexible Attendance Program	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.
Days Taught	NUMBER-DAYS-TAUGHT (E0935) Type the number of days of instruction offered per the school calendar during the selected **Report Period**. For Submission 4, this must be reported as 30 days.

State Reporting > Maintenance > Extended > Flex Att

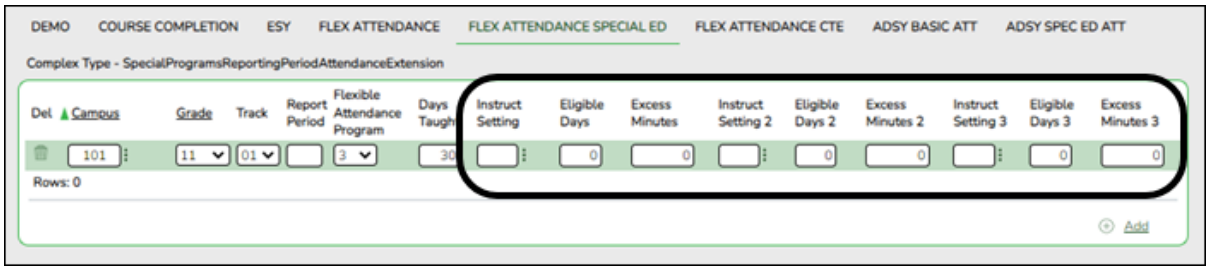


❑ Manually add data for the *SpecialProgramsReportingPeriodAttendanceExtension* complex type as needed.

Eligible Minutes Present	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.
Ineligible Minutes Present	FLEX-ATTEND-TOTAL-INELIGIBLE-MINUTES-PRESENT (E1047) 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. Report minutes in whole numbers only, rounded down to the nearest minute. The minimum is 45 minutes per reporting period.
PRS Days	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 **Report Period**.
Special Ed Days	FLEX-ATTEND-TOTAL-SP-ED-MAINSTREAM-DAYS-ELIGIBLE (E1049) Type the total number of days the student with a special education individualized education program (IEP), which provided for the mainstream instructional arrangement/setting (**Instr Set** = 40), was eligible for the instructional arrangement/setting during the reporting period.
Bilingual ESL Days	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.
G/T	GIFTED-TALENTED-INDICATOR-CODE (E0034) Select if the student is participating in a state-approved gifted and talented program.

Primary Disability	PRIMARY-DISABILITY-CODE (E0041) Code table: C053 Click ⋮ to select the code indicating the student's primary disability as recorded in the student's Individualized Education Program (IEP). Rule 41163-0003: At least one disability must be selected for a special education student.
Multiply Disability	MULTIPLY-DISABLED-INDICATOR-CODE (E0882) Code table: C088 Select if the student was designated by the Admission, Review, and Dismissal (ARD) committee as multiply disabled during the reporting period.
EB	EMERGENT-BILINGUAL-INDICATOR-CODE (E0790) Code table: C061 Select the year of monitoring, if the student has been identified as emergent bilingual (EB) during the reporting period.
Local ID	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.

State Reporting > Maintenance > Extended > Flex Att Spec Ed



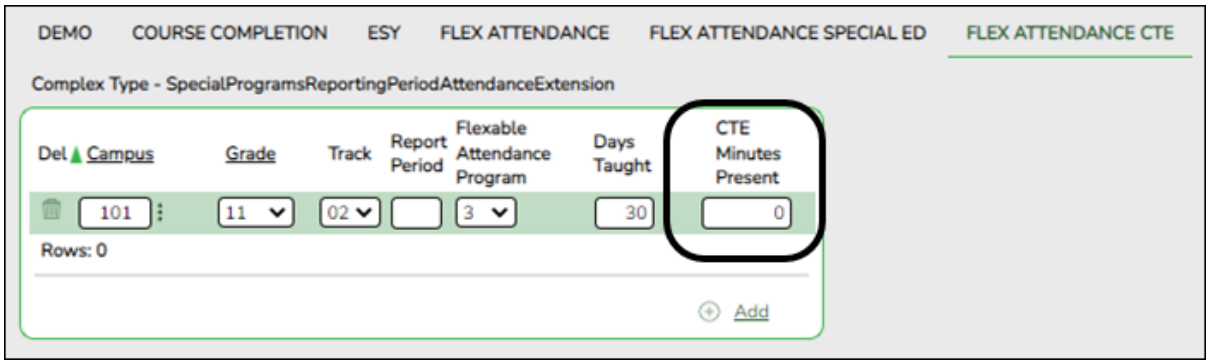
❑ Manually add data for the *SpecialProgramsReportingPeriodAttendanceExtension* complex type as needed for special education students.

Instructional Setting **Instructional Setting 2** **Instructional Setting 3**	INSTRUCTIONAL-SETTING-CODE (E0173) Code table: C035 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 *not* eligible for extended school year services: 31, 32, 34, 40, 50, 60, 70, or 71.
Eligible Days **Eligible Days 2** **Eligible Days 3**	FLEX-ATTEND-DAYS-ELIGIBLE-IN-INSTR-SETTING (E1051) 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.

Excess Minutes **Excess Minutes 2** **Excess Minutes 3**	FLEX-ATTEND-EXCESS-MINUTES-IN-INSTR-SETTING E1052) 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.

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

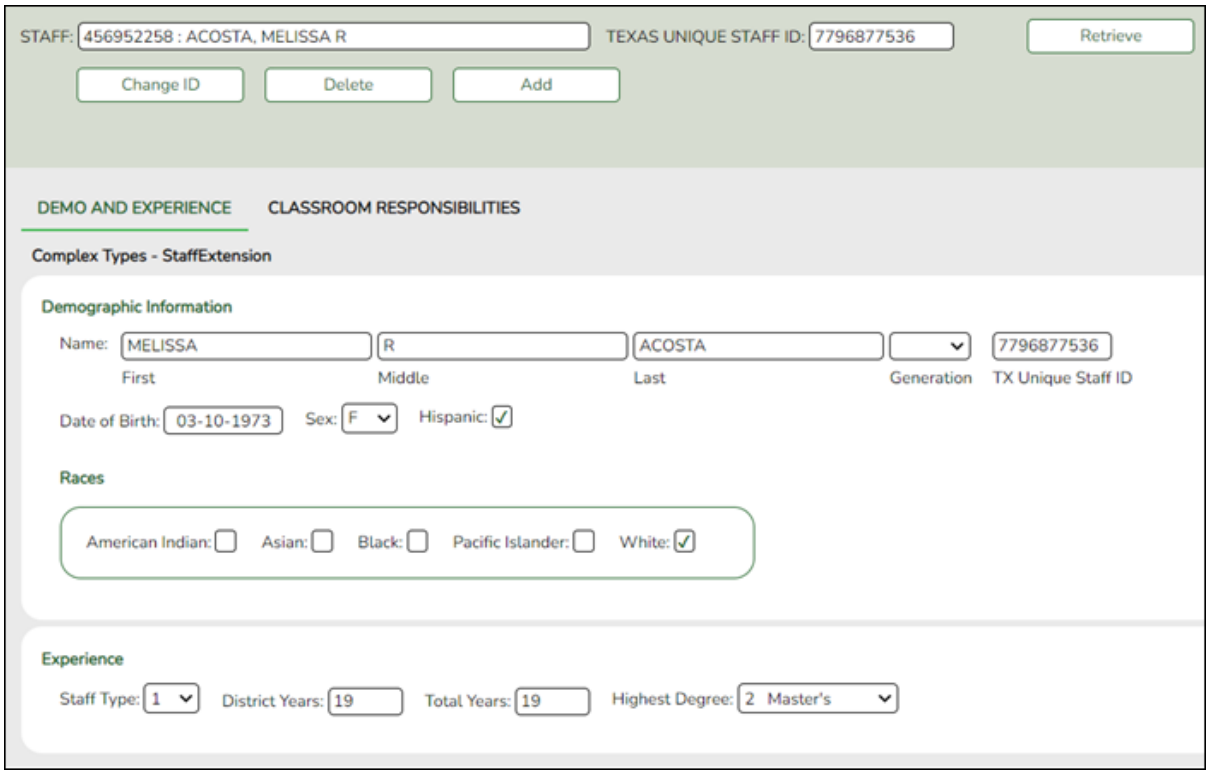


❑ Manually add data for the *SpecialProgramsReportingPeriodAttendanceExtension* complex type as needed for CTE students.

CTE Minutes Present	FLEX-ATTEND-TOTAL-CAREER-TECH-MINUTES-PRESENT (E1053) Type the total number of minutes the student was present, eligible, and enrolled in an approved CTE course during a particular reporting period.

- Update/Enter ADSY Attendance data

  State Reporting > Maintenance > Extended > Staff > Demo and Experience



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**:

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

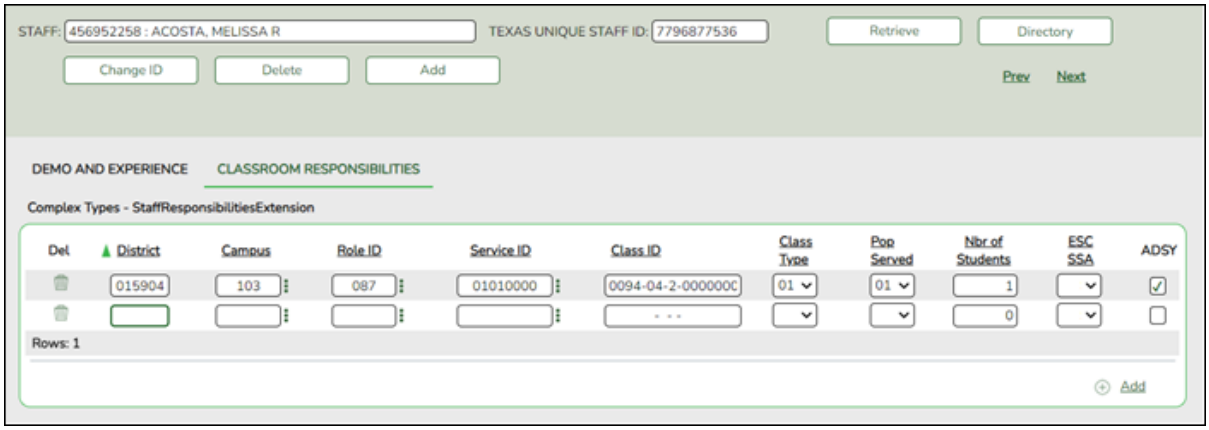
Generation	GENERATION-CODE (E0706) Code table: C012 Select the generation suffix attached to the person's name.
TX Unique Staff ID	TX-UNIQUE-STAFF-ID (E1524) Type the employee's ten-digit unique staff ID. The ID cannot begin with zero. The Texas Unique Student ID is assigned to employees by TEA and issued to schools by the TSDS TX Unique ID application; it cannot be generated by a Local Education Agency (LEA).
Date of Birth	DATE-OF-BIRTH (E0006) Type the person's date of birth in the MMDDYYYY format.
Sex	SEX-CODE (E0004) Code table: C013 Select the person's gender.
Hispanic	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.
Races	Code table: C088 Select one or more races, regardless of whether the person is Hispanic/Latino:

American Indian	AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059) Has origins in any of the original peoples of North and South America (including Central America).
Asian	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).
Black	BLACK-AFRICAN-AMERICAN-CODE (E1061) Has origins in any of the black racial groups of Africa.
Pacific Islander	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062) Has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
White	WHITE-CODE (E1063) Has origins in any of the original peoples of Europe, the Middle East, or North Africa.

❑ Under **Experience**:

Staff Type	STAFF-TYPE-CODE (E1073) Code table: C181 Indicate if the employee is on the district payroll or is a contracted instructional staff person.
District Years	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.
Total Years	TOTAL-YEARS-PROF-EXPERIENCE (E0130) Type the number of verifiable years of creditable experience as specified in 19 TAC, chapter 153.
Highest Degree	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



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.

District	DISTRICT-ID (E0212) Type the district ID number registered with the TEA.

Campus	CAMPUS-ID (E0266) Select the campus. Click ⋮ to add or change the code for the field.
Role ID	ROLE-ID (E0721) Code table: C021 Select the capacity in which the employee serves, such as instructor, therapist, superintendent, etc. Rule 30090-0117: If **Role ID** is not 033 or 036, there must be at least one staff payroll record with a matching **Texas Unique Staff ID** where **Obj** is 6119 or 6112. Click ⋮ to add or change the code for the field.
Service ID	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.
Class ID	CLASS-ID-NUMBER (E1056) 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. 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. 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.
Class Type	CLASS-TYPE-CODE (E1055) Code table: C179 Select the code identifying the type of class providing instruction to students in the particular class settings.
Pop Served	POPULATION-SERVED-CODE (E0747) Code table: C030 Select the student population for which the service has been designed or is intended.
Nbr of Students	NUMBER-STUDENTS-IN-CLASS (E0170) Type the number of students in membership in the class as of the reporting date.

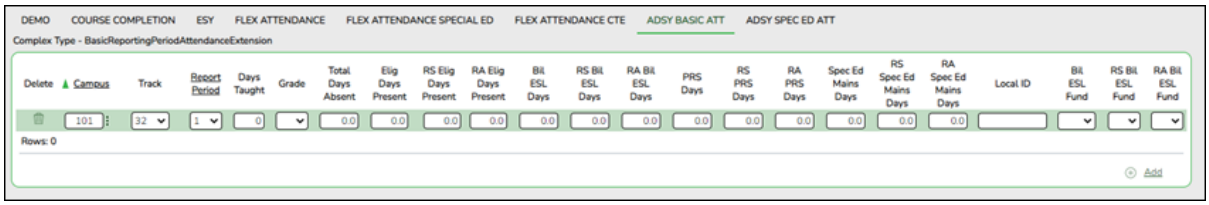
ESC SSA	ESC-SSA-STAFF-INDICATOR-CODE ESC/SSA (E1015) Code Table: C169 Select whether the ESC staff responsibility being reported is part of a shared services arrangement (SSA) for which the ESC is the fiscal agent. **This is reported by ESCs only; the field is not valid for school districts.**
ADSY	ADDITIONAL-DAYS-PROGRAM-PARTICIPATION-INDICATOR-CODE (E1672) Code table: C088 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.

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

The following fields are displayed on the ADSY tabs:

Campus	CAMPUS-ID-OF-ENROLLMENT (E0782) Type or select the three-digit campus ID.
Track	INSTRUCTIONAL-TRACK-INDICATOR-CODE (E0975) Code table: C141 Select the campus calendar track to which the student is assigned.
Report Period	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.
Days Taught	NUMBER-DAYS-TAUGHT (E0935) Type the number of days of instruction offered per the school calendar during the selected **Report Period**. For Submission 4, this must be reported as 30 days.
Grade	GRADE-LEVEL-CODE (E0017) Code table: C050 Select the student's current grade level.

State Reporting > Maintenance > Extended > Student > ADSY Basic Att



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

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

Total Days Absent	Type the number of days during the specified **Report Period** on which the student was absent, up to four digits.
Elig Days Present	Type the number of days the student was present and eligible for Foundation School Program funding during the specified **Report Period**, up to four digits.
RS Elig Days Present	Type the number of days the student was Remote Synchronous (RS) present and eligible for Foundation School Program funding during the specified **Report Period**, up to four digits.
RA Elig Days Present	Type the number of days the student was Remote Asynchronous (RA) present and eligible for Foundation School Program funding during the specified **Report Period**, up to four digits.
Bil ESL Days	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.
RS Bil ESL Days	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 **Report Period**.
RA Bil ESL Days	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 **Report Period**.
PRS Days	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 **Report Period**.
RS PRS Days	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 **Report Period**.

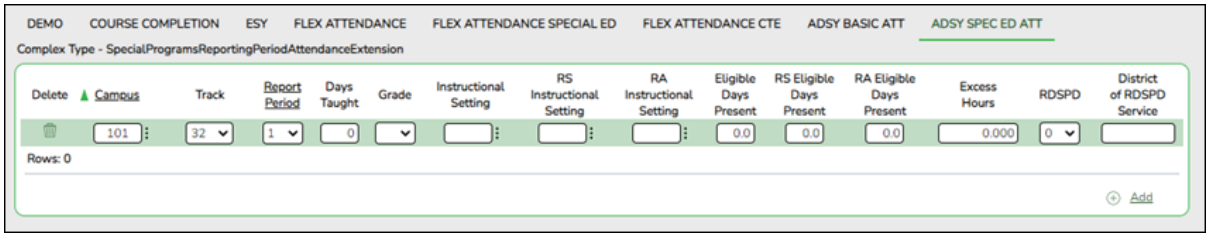
RA PRS Days	RA-TOTAL-ELIG-PREG-REL-SVCS-DAYS-PRESENT (E1687) Type the total number of days a female student was Remote Asynchronous (RA) present or served through Compensatory Education Home Instruction (CEHI) and an eligible recipient of pregnancy related services during the specified **Report Period**.
Spec Ed Mains Days	TOTAL-ELIG-SP-ED-MAINSTREAM-DAYS-PRESENT (E0940) Type the total number of days the student was present during the specified **Report Period** and had a special education individualized education program (IEP), which provided for the mainstream instructional arrangement/setting.
RS Spec Ed Mains Days	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 **Report Period** and had a special education individualized education program (IEP), which provided for the mainstream instructional arrangement/setting.
RA Spec Ed Mains Days	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 **Report Period** and had a special education individualized education program (IEP), which provided for the mainstream instructional arrangement/setting.
Res Fac Days	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.
RS Res Fac Days	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.
RA Res Fac Days	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.
Local ID	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.
Bil ESL Fund	BILINGUAL/ESL-FUNDING-CODE (E1651) Code table: C225 Indicate the language program in which the student participates during the reporting period.
RS Bil ESL Fund	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.
RA Bil ESL Fund	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.

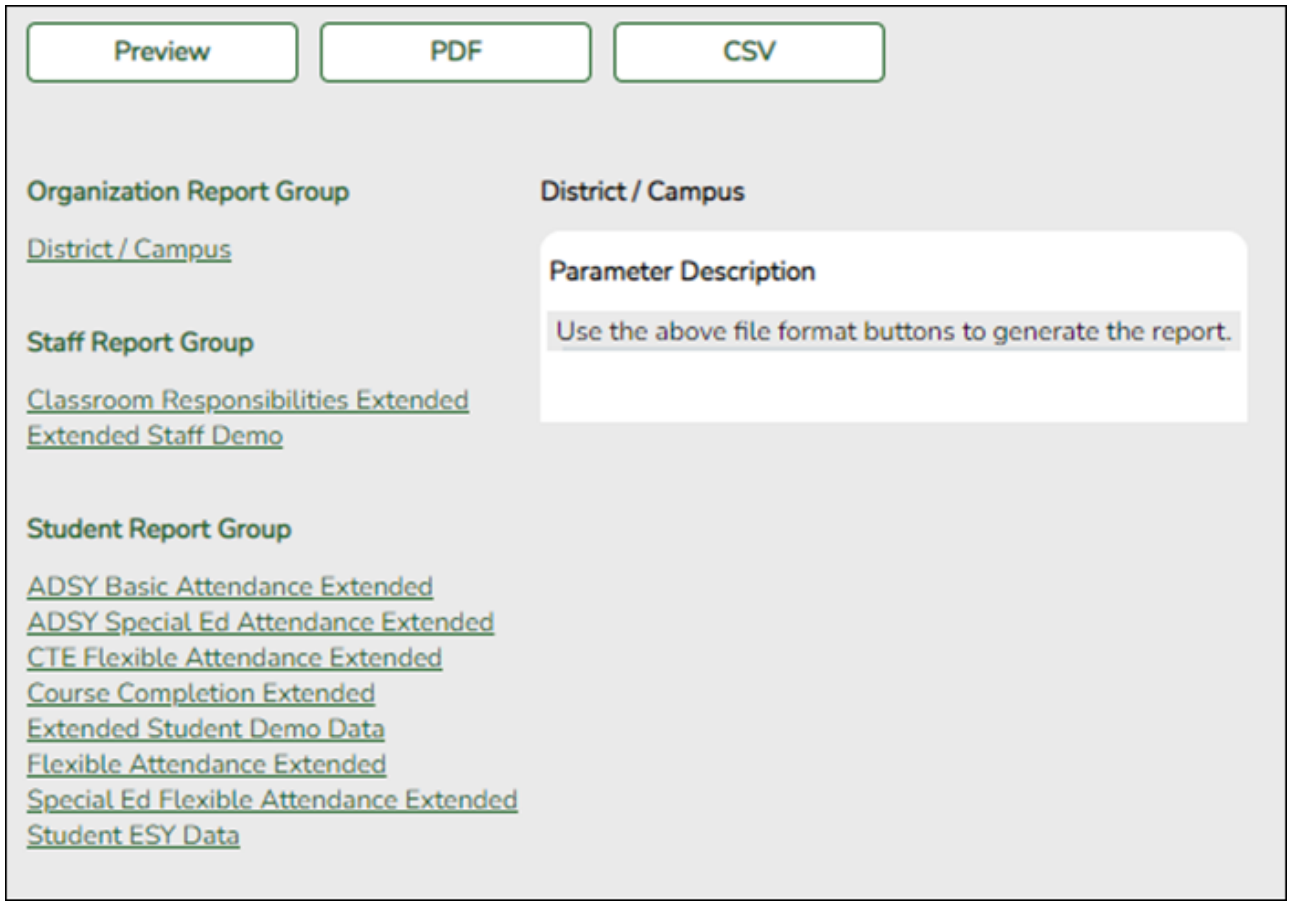


Instructional Setting	INSTRUCTIONAL-SETTING-CODE (E0173) Code table: C035 Select the code for the setting used to provide instruction to student.
RS Instructional Setting	RS-INSTRUCTIONAL-SETTING-CODE (E1692) Code table: C035 Select the code for the setting used to provide Remote Synchronous (RS) instruction to student.
RA Instructional Setting	RA-INSTRUCTIONAL-SETTING-CODE (E1693) Code table: C035 Select the code for the setting used to provide Remote Asynchronous (RA) instruction to student.
Eligible Days Present	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.
Excess Hours	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.
RDSPD	Code table: C067 Select the code indicating the student's enrollment in the regional day school program for the deaf (RDSPD).
District of RDSPD Service	Type the county-district number for the district providing RDSPD services to the student.

3. Run extract reports.

   State Reporting > Reports > Extended

Once you have completed the extract, run the reports and review the data for accuracy. If necessary, correct the data and rerun the reports.



❑ Run each summer submission report, and verify that data is accurate per the current year audit reports.

❑ Print the final reports for your records.

4. Create XML file.

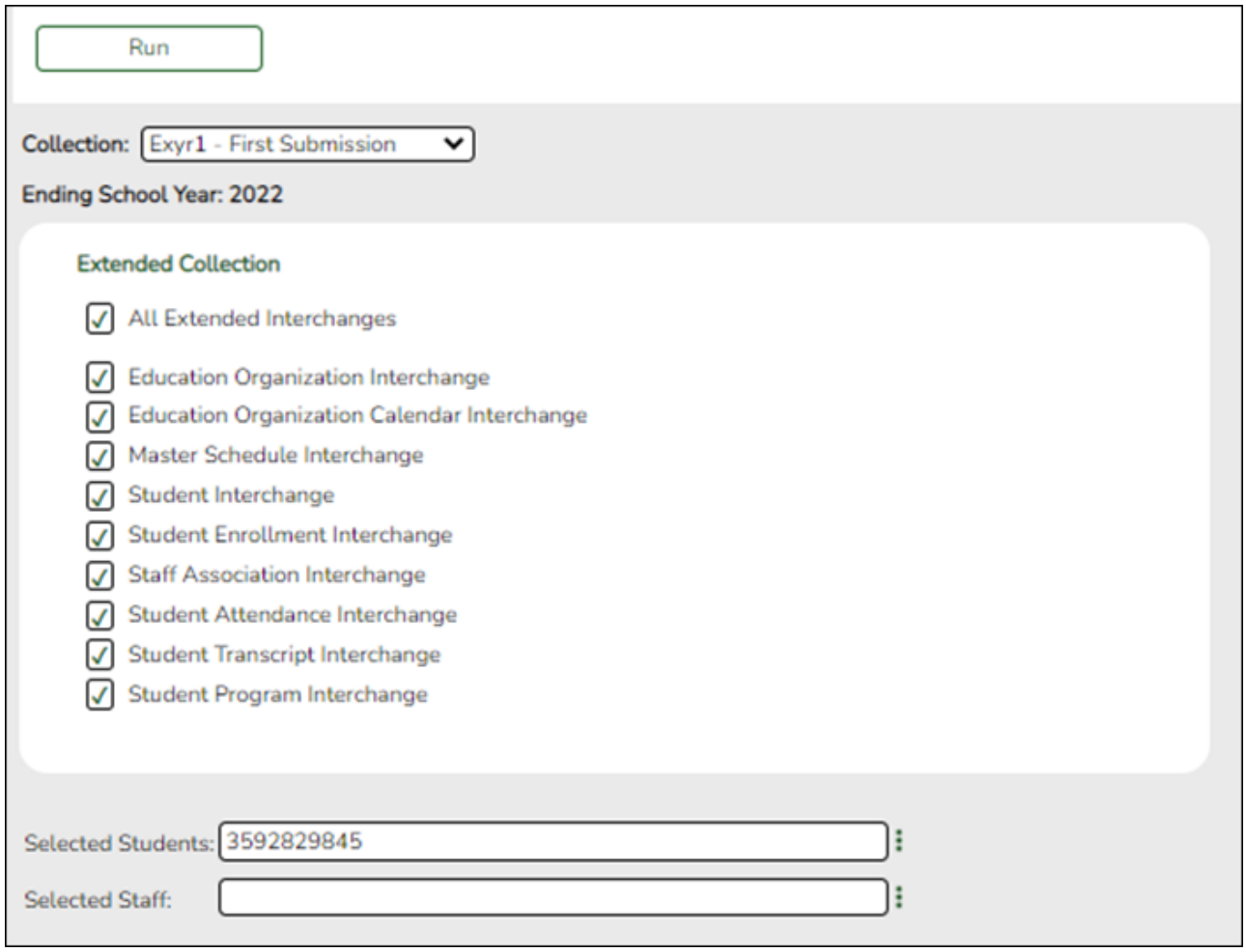
   State Reporting > Utilities > Create TSDS PEIMS Interchanges

   This utility creates interchanges from the data in the State Reporting tables. You can create all of the interchanges at once, or you can individually select the interchange you wish to create.

   You must submit the created interchanges in the following order:

   1. *Education Organization*
   2. *Education Organization Calendar*
   3. *Student*
   4. *Student Enrollment*
   5. *Staff Association*
   6. *Student Program*

7. *Master Schedule*
8. *Student Attendance*
9. *Student Transcript*



Complex Type Name	ADSYP	Bil/ESL Prog	ESY	Dual Credit	OFSDP
InterchangeEducationOrganizationExtension	Y	Y	Y	Y	Y
InterchangeEducationOrgCalendar	Y				
InterchangeMasterScheduleExtension				Y	
InterchangeStudentExtension	Y	Y	Y	Y	Y
InterchangeStudentEnrollmentExtension	Y	Y	Y	Y	Y
InterchangeStaffAssociationExtension	Y				
InterchangeStudentAttendanceExtension	Y				Y
InterchangeStudentTranscriptExtension				Y	
InterchangeStudentProgramExtension	Y	Y	Y		

Collection	Select the submission period. For example, select *Exyr1* if this is the first extended submission. If you are resubmitting extended data, select *Exyr2*.
Ending School Year	(Display only) The submission year as entered in the **Submission Year** field on State Reporting > Options is displayed.

The interchanges are listed according to the **Collection** field.

❑ Select **All *Collection* Interchanges** (e.g., **All Extended Interchanges**) to create all interchanges for the selected collection period.

❑ Or, select the individual interchange you want to create.

Selected Students	The field is enabled if you selected all interchanges or a student-related interchange. Type or click the ellipsis to select the students for whom you want to create an interchange. Separate multiple students (Texas unique student IDs) with a comma (e.g., 6895409515,1628657282,2986961713). Leave blank to select all students.
Selected Staff	The field is enabled if you selected all interchanges or a staff-related interchange. Type or click the ellipsis to select the employees for whom you want to create an interchange. Separate multiple employees (Texas unique staff IDs) with a comma (e.g., 4732877094,2568052155). Leave blank to select all staff.

❑ Click **Run**.

When the process is complete, you are prompted to save a zip file containing the individual files for the completed interchanges.

The default name of the zipped folder is *District_YYYY-MM-DD.HH-MM-SS*.TSDS.

Example: *015102-2019-08-05.15-30-22.*TSDS

The default file name is *District_Campus_Collection_TimeStamp_Interchange.xml*, where:

- *District* is the six-digit county-district number
- *Campus* is the three-digit campus ID
- *Collection* is the nine-character collection
- *TimeStamp* is the 12-digit date-time-stamp when the interchange was created (YYYYMMDDHHMM)
- *Interchange* is the name of the interchange created.

Example:
015116_000_2019EXYR1_201908051420_InterchangeStudentProgramExtension.xml

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Back Cover