



TSDS PEIMS Extended Year Submission

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TSDS PEIMS Extended Submission (Updated 2022-2023)

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.



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.

NEW FOR EXTENDED 2023:

Removed:

- TOTAL-DAYS-ABSENT (E0036)
- ESC-SSA-STAFF-INDICATOR CODE (E1015)
- EXCESS-HOURS-IN-INSTRUCTIONAL-SETTING (E0945)

Replaced:

- LEP with EB

Added:

- Business Rule: 10200-0068 - (*InterchangeEducationOrgCalenda*) ReportingPeriodExtension **CAMPUS-ID** should be one of the campuses reported in PEIMS Summer as meeting calendar requirements for the Additional Days School Year (ADSY) program.

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](#)

Options

Submission Year: YYYY

As-of Date: MM-DD-YYYY

School Start Window (SSW) Date: MM-DD-YYYY

Local Program for Additional Days School Year: : XXX

Local Program for Dyslexia Reporting: : XXX

Local Program for Early College High School Reporting: : XXX

Local Program for IGC Reporting: : XXX

Local Program for Intervention Strategy: : XXX

Local Program for New Tech: : XXX

Local Program for Pathways in Technology: : XXX

Local Program for Section 504: : XXX

Local Program for T-STEM Academy Reporting: : XXX

Sort Prev/Next Student Search by Campus: ☒

Sort Prev/Next Student Search by Grade: ☐

☐ 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.

The screenshot shows a web-based form for TSDS PEIMS Extended Year Submission. It features two main sections: 'Summer Collection' and 'Extended Collection'. The 'Summer Collection' section is currently unselected, while the 'Extended Collection' section is selected, indicated by a green checkmark in its header box. Within the 'Extended Collection' section, the 'Staff Data' and 'Student Data' sub-sections are also selected. The 'Staff Data' sub-section includes checkboxes for 'Demo' and 'Responsibilities', both of which are checked. The 'Student Data' sub-section includes checkboxes for 'Demo, ESY', 'Course Completion', 'CTE Flexible Attendance', 'Flexible Attendance', 'Special Ed Flexible Attendance', 'ADSY Basic Attendance', and 'ADSY Special Ed Attendance', all of which are checked. The 'Summer Collection' section includes a 'Classroom Link Data' sub-section with a 'Course Section' checkbox, and a 'Student Data' sub-section with checkboxes for 'Demo, Attendance, Course Completion, Discipline, Sp Ed Restraint & Title 1', 'Flexible Attendance', 'Special Ed Flexible Attendance', 'CTE Flexible Attendance', 'Special Education', and 'Industry Certifications', all of which are currently unchecked.

☐ Summer Collection

☐ Classroom Link Data

☐ Course Section

☐ Student Data

☐ Demo, Attendance, Course Completion, Discipline, Sp Ed Restraint & Title 1

☐ Flexible Attendance

☐ Special Ed Flexible Attendance

☐ CTE Flexible Attendance

☐ Special Education

☐ Industry Certifications

☒ Extended Collection

☒ Staff Data

☒ Demo ☒ Responsibilities

☒ Student Data

☒ Demo, ESY

☒ Course Completion

☒ CTE Flexible Attendance

☒ Flexible Attendance

☒ Special Ed Flexible Attendance

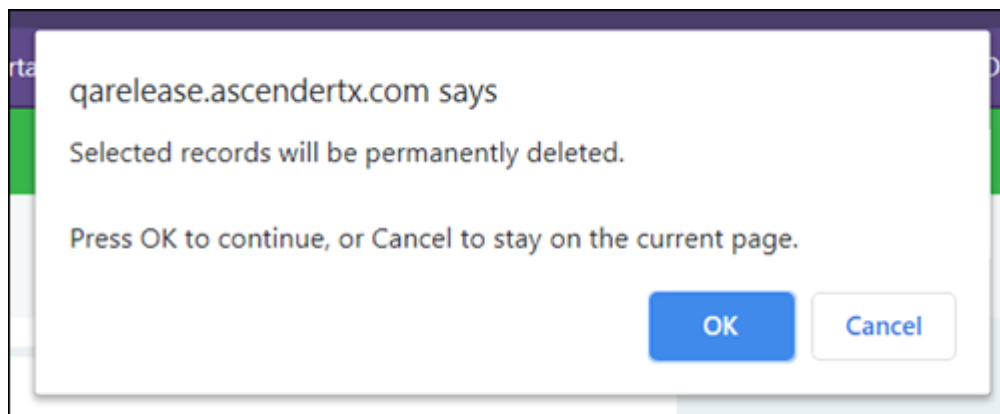
☒ ADSY Basic Attendance

☒ ADSY Special Ed Attendance

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

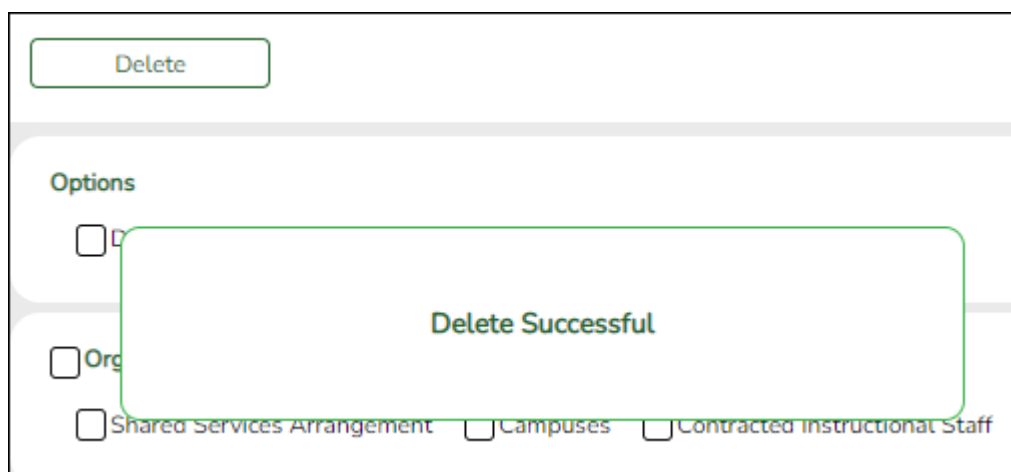
☐ Click **Delete**.

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.

Save

Track: 03 Description: ADDITIONAL DAYS SCHOOL PROGRAM Cancel

Instructional Minutes: 120

	Calendar Date	Instructional Minutes
1	02-08-2022	120
2	02-09-2022	120
3	02-10-2022	120
4	02-11-2022	120
5	02-12-2022	120
6	02-13-2022	120
7	02-14-2022	120
8	02-15-2022	120
9	02-16-2022	120
10	02-17-2022	120
11	02-18-2022	120
12	02-19-2022	120
13	02-20-2022	120
14	02-21-2022	120

Total Days: 14 Total Minutes: 1680

Add a new track:

- Click **Add**.

Save

Track: Description: Retrieve **Add** Delete

Instructional Minutes:

- 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.

Track: Description:

Instructional Minutes:

☐ 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.

Save

Track: 03 Description: ADDITIONAL DAYS SCHOOL PROGRAM Cancel

Instructional Minutes: 120

	Calendar Date	Instructional Minutes
1	02-08-2022	120
2	02-09-2022	120
3	02-10-2022	120
4	02-11-2022	120
5	02-12-2022	120
6	02-13-2022	120
7	02-14-2022	120
8	02-15-2022	120
9	02-16-2022	120
10	02-17-2022	120
11	02-18-2022	120
12	02-19-2022	120
13	- -	
14	- -	

Total Days: 12 Total Minutes: 1440

- **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.

Save Student Information

Track: 03 Description: ADDITIONAL DAYS SCHOOL PROGRAM Retrieve Add Delete

Instructional Minutes: 120

	Calendar Date
1	12-01-2021
2	12-02-2021
3	12-03-2021
4	- -
5	- -

Delete ADSY Options Warning

You are about to delete the track from ADSY reporting for both Options and Calendar. Do you wish to continue?

Yes No

- [ADSY Attendance](#)

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

Date Run: 7/13/2021 10:52 AM	Additional Days School Year (ADSY) Student Attendance Report	Program ID: SAT3000								
Cnty-Dist: 031-776	101 School	Page: 12 of 18								
Campus: 101 ADSY Track: 07	For 12/01/2020 - 01/29/2021									
	Sch Year: 2021									
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	AGUILLO, 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 Rptng)

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	Sif Pod	Nbr Sem	Exam Sem	Prd Cntl	Core Crs	ELA Wgt	Auto Grade	Crd Lvl	Prnt Crdt	Credit 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 Rptng)

Date Run: 2/23/2021 10:47 AM Cnty-Dist: 031-776 Campus: 001										Master Schedule (Grd Rptng) 001 School Sch Year: 2021																			
Course Number	Title		Sif Pod	Nbr of Sem	Per Cntrl	Credit Sec	Exam Sem Pattrn	Prd Grd Restr	+	Core Cd	LA Wt	Auto Grd	Credit Lvl	Incl on Cntrl	Allw Part Crdt	Crd	Rpt Card Grd Type	Graded Crs	HR Ccl	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					
Sec	Inst	Inst Name	Class Role	Non Cam Bsd	Sem Cd	Period		Days Met	Wks Month	Room	Max Seat	Restrictions			Lookout Cd	Team Cd	Instr Set	Class Type	Pop Srv	Role ID	AAR Use	Multi Svc	Dual Crd	Dist Lrn	Spc Cns	1		2	
					Beg	End						Crs Seq	Grd	+	Sex											Act	Wd	Act	W
01			01	00	3	01	01	MTWThF	04	111	040							01	01	087		0	0	0	00		0	1	0
02			01	00	3	02	02	MTWThF	04	111	040							01	01	087		0	0	0	00		0	1	0
03			01	00	3	03	03	MTWThF	04	111	040							01	01	087		0	0	0	00		0	0	0
04			01	00	3	04	04	MTWThF	04	111	040							01	01	087		0	0	0	00		0	0	0
06			01	00	3	06	06	MTWThF	04	111	040							01	01	087		0	0	0	00		0	0	0
07			01	00	3	07	07	MTWThF	04	111	040							01	01	087		0	0	0	00		0	0	0
08			01	00	3	08	08	MTWThF	04	111	040							01	01	087		0	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

☐ District Course Offered CYR

☐ Title	☐ Core Crs	☐ Service ID	☐ Service ID Descr	☐ Textbook ISBN
☐ Nbr of Sem	☐ ELA Wgt	☐ GA Wgt	☐ Abbrev Name	☐ Dist Crs Seq
☐ Graded Crs	☐ Auto Grd	☐ GA Table	☐ Period Ctrl	☐ CTE Hrs
☐ Credits	☐ Dist AAR Use	☐ HRoll Cd	☐ Required/Elective	☐ Instr Sett
☐ Self Paced	☐ Dist Spec Cons	☐ HRoll Wgt	☐ Dist Gender Restr	☐ Dist Pop Srvd
☐ Allow Part Crdt	☐ Incl UIL Elig Crs	☐ HRoll Table	☐ Department	☐ Role ID
☐ Credit Lvl	☐ Credit Seq	☐ Exam Sem Pattern	☐ Dist Class Type	☐ Exclude from TeacherPortal
☐ OnRamps	☐ Crs Nbr	☐ Grad Plan	☐ CPR	☐ Speech

☐ Campus Course Offered CYR

☐ Course Section CYR

☒ Cr Section Nbr	☐ Cr Special Consid	☒ Dual Credit	☐ Incl UIL Elig Sec	☐ Adv Tech Crd
☐ Cr AAR Use	☐ Grade Rstrctn	☐ Wks/Mnth	☐ Cr Instruct Sett	☐ College Cr Hrs-Sem 1
☐ Max Seats	☐ Add Grd Rstrctn	☐ Elem Skills Based	☐ Distance Lrng	☐ College Cr Hrs-Sem 2
☐ Type Rstrctn	☐ Cr Gender Rstrctn	☐ Locked	☐ Cr Pop Srvd	☐ College Cr Hrs-Sem 3
☒ Crs Seq	☐ Multi Svc Ind	☐ Team Code	☐ Cr Class Type	☐ College Cr Hrs-Sem 4
☐ PK Curricula	☐ High Qual PK Prog	☐ Stu Instr	☐ PK Sch Type	☐ OnRamps
☐ Home Room Ind	☐ PK Prog Eval Type	☐ Grad Plan Use		

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](#)

Save Student Information

AVAILABLE COURSES

0012 Course Number Retrieve Stds-Based Crs Setup

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from txGradeBook	Sif Pod
		0012	READING	READING	02010000	GRADE 1	☒	2		Incl Both(Att Grds)	☐

Rows: 1 Add

Crs Nbr: 0012 READING Abbrev Name: READING Service ID: 02010000 GRADE 1 Graded Crs: ☒
 Nbr Sem: 2 Textbook ISBN: Exclude from txGradeBook: Incl Both(Att Grds) Self Paced: ☐

Grade Reporting
 Per Ctrl: 2
 Department:
 Gender Restr:
 Required: ☒
 Elective: ☐

Course Codes and Credits
 Tot Credits: 0.0
 Part Credit: ☒
 AAR:
 Grad Plan:
 Spec Cons:
 OnRamps:
 Credit Seq: 4
 Credit Lvl: E
 CPR:
 Speech:

Elem/Misc
 Core Crs:
 ELA Wgt:
 Auto Grd:
 Incl UIL Elig: ☒
 Exams/Sem Pat: 1

PEIMS
 CTE Hrs:
 Pop Srvd: 01
 Instr Sett:
 Class Type: 01
 Crs Seq:

HR/IGA
 HRoll Wgt: 1
 HRoll Table: R Regular
 HRoll Cd:
 GA Table: R Regular
 GA Wgt: 1

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

Save Student

COURSE SELECTION COURSE **SECTION** INSTRUCTOR COPY COURSE SECTION

Course Number Retrieve

Del	Details	Course	Title	Sec	Max Seats	Stu Enroll Sem 1	Stu W/D Sem 1	Stu Enroll Sem 2	Stu W/D Sem 2	Multi Svc Ind	Incl UIL Elig	Lock	Dist Lrng	Non Campus Based
		1000	ADVISORY	01	025	1	0	1	0	☐	N	☐		00
		1000	ADVISORY	02	025	1	0	1	0	☐	N	☐		00
		1000	ADVISORY	03	025	2	0	2	0	☐	N	☐		00
		1000	ADVISORY	04	025	1	0	1	0	☐	N	☐		00
		1000	ADVISORY	05	025	1	0	1	0	☐	N	☐		00
		1000	ADVISORY	06	025	1	0	1	0	☐	N	☐		00

First / 29 Last Add

Crs Nbr: 1000 ADVISORY Svc ID: 85000XXX Multi Svc Ind: ☐ Lock: ☐ Include UIL Elig: N

Section: 01 Max Seats: 025 Enrolled Students Sem 1: 4 Sem 2: 4 Non Campus Based: 00 Dist Lrng: ☐

Section Information

Pop Srvd: 01 Crs Seq:

Instruct Set: Wks/Mnth:

Class Type: 01 PK Curricula:

High Qual PK Prog: Stu Instr:

PK Sch Type: Home Room Ind: ☐

PK Prog Eval Type:

Include WD Meeting Times: ☒

Restrictions

Type Restrctn:

Team Code:

Gender Restrctn:

Grade Restrctn:

Course Codes and Credits

Dual Crdt:

Adv Tech Crdt:

AAR Use:

Grad Plan Use:

Special Consid:

College Credit Hrs

Sem 1:

Sem 2:

OnRamps:

District Information

Crs Seq: ☐ Exam/Sem Pat: 1 Gender Restrctn: ☐

Instruct Set: ☐ AAR Use: ☐ Self Paced: ☐

Pop Srvd: 01 Grad Plan Use: ☐ Class Type: 01

Role ID: 087 Special Consid: ☐ CPR: N

Nbr Sem: 2 Incl UIL Elig: ☒ Speech: N

OnRamps: ☐

Campus Information

Grade Restrctn: ☐ Restrctn Addl:

Del	Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lkout	Instr ID	Instructor	Class Role	Role ID	CTE	Entry Date	Withdraw Date	ADSY
	01	3	05	06	207				517	MALFOY, DRACO	01	087	☐	08-09-2021		☐

Add

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

☐ Demo1

☐ Demographic Information

☐ Sch Yr
 ☐ Campus ID
 ☐ Student ID
 ☐ Grade
 ☐ Entry Dt
 ☐ Track
 ☐ Orig Entry
 ☐ Withdrawal Dt
 ☐ Reason
 ☐ Portal ID
 ☐ Last Name
 ☐ First Name
 ☐ Middle Name
 ☐ Gen
 ☐ Nickname
 ☐ SSN Denied
 ☐ SSN
 ☐ Masked SSN
 ☐ Prior SSN
 ☐ TX Unique Stu ID
 ☐ Medicaid Eligible
 ☐ Medicaid ID
 ☐ Sex
 ☐ DOB
 ☐ Hispanic/Latino
 ☐ Aggregate Race/Ethnicity
 ☐ Comments

☐ Race

☐ White
 ☐ Black/African American
 ☐ Asian
 ☐ American Indian/Alaskan Native
 ☐ Hawaiian/Pacific Isl

☐ Student Indicators

☐ Elig
 ☐ Attribution
 ☐ Camp ID Resid
 ☐ Eco Disadvan
 ☐ Military Connected
 ☐ Foster Care
 ☐ Star of Texas Award
 ☐ Rep Excl
 ☐ Active
 ☐ Record Status
 ☐ Cnty Residence
 ☐ NSLP

☐ Current / Next Year Information

☐ Control Num
 ☐ CY Team
 ☐ Next Yr Cntrl
 ☐ NY Team
 ☐ Nxt Yr Camp
 ☐ Here Last Yr
 ☐ CY Transfer Factor
 ☐ NY Transfer Factor

☐ Phone / Address

☐ Addr/Tel Rest
 ☐ Phone AC
 ☐ Phone Nbr
 ☐ Cell Ph Nbr
 ☐ E-mail
 ☐ M Num
 ☐ M St
 ☐ M City
 ☐ M State
 ☐ M Zip
 ☐ M Zip Ext
 ☐ M Apt
 ☐ M Dir
 ☐ P Num
 ☐ P St
 ☐ P City
 ☐ P State
 ☐ P Zip
 ☐ P Zip Ext
 ☐ P Apt
 ☐ P Dir

☐ Demo3

☐ Career Technology

☐ Day Care CTE Support Service
 ☐ Sgl Parent/Sgl Preg Woman
 ☐ Transport CTE Support Service
 ☐ Career and Technology Ind
 ☐ Out of Wkforce Individual

☐ Promotion

☐ Year End Status
 ☐ SSI Promotion
 ☐ Retained Reason 1
 ☐ Retained Reason 2
 ☐ Retained Reason 3
 ☐ Parent Request Retention

☐ Dyslexia Services

☐ Section 504 Services
 ☐ SBEC/Trained Staff
 ☐ Section 39.023 Mods

☐ Status Indicators

☐ Campus of Account
 ☐ Migrant
 ☐ Immigrant
 ☐ Asylee/Refugee
 ☐ Homeless Status
 ☐ Unaccomp Youth Status
 ☐ Early Reading
 ☐ Summer School BIU/ESL
 ☐ Student Parent
 ☐ Even Start
 ☐ Neglected/Delinquent
 ☐ Military Enlistment
 ☐ Dyslexia Risk
 ☐ Adult Prev Att
 ☐ Gen. Ed. Homebound

☐ G/T

☐ Campus
 ☐ Entry Date
 ☐ Exit Date
 ☐ Reason
 ☐ Gift/Talent
 ☐ General Intellectual Ability
 ☐ Specific Subject Matter Aptitude
 ☐ Creative Productive Thinking
 ☐ Leadership Ability

☐ Local Program

☐ Entry Date
 ☐ Exit Date
 ☐ Reason
 ☐ Code 1
 ☐ Code 2
 ☐ Code 3
 ☐ Code 4

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

☐ Demographic Data

☐ Demographic Information

☐ Sch Yr
 ☐ Campus ID
 ☒ Student ID
 ☒ Grade
 ☐ Entry Dt
 ☐ Orig Entry Dt
 ☐ Last Name

☒ First Name
 ☒ Middle Name
 ☒ Gen
 ☐ SSN
 ☐ Masked SSN
 ☐ Active
 ☐ Record Status

☐ Control Number
 ☒ Sex
 ☒ DOB
 ☒ Hispanic/Latino
 ☐ Aggregate Race/Ethnicity
 ☐ Homeless Status

☒ Race

☒ White
 ☒ Black/African American
 ☒ Asian
 ☒ American Indian/Alaskan Native
 ☒ Hawaiian/Pacific Isl

☐ Mastery Dates

☐ Eng Lang Arts
 ☐ Writing
 ☐ Math
 ☐ Science
 ☐ Social Studies

☐ Exit Level Mastery Dates

☐ Eng Lang Arts
 ☐ Math
 ☐ Science
 ☐ Social Studies

☐ STAAR Precoding Status

☐ Eng Lang Arts
 ☐ Writing
 ☐ Math
 ☐ Science
 ☐ Social Studies
 ☐ Projected Graduation Date

☐ Registration Information

☐ Speech Therapy Indicator
 ☐ Primary Disability
 ☐ Spec Ed Withdraw Date
 ☐ Instructional Setting Code
 ☐ Regional Day School Deaf

☐ Regional Day Sch Fiscal Agent

☐ Program Information

☐ Program Information

☐ Secondary Disability
 ☐ Tertiary Disability
 ☐ Multi Disability
 ☐ Child Count Funding Code
 ☐ Early Childhood Intervention

☐ Preschool Program (PPCD)
 ☐ PPCD Service Location Code
 ☐ Intellectual Disability Code
 ☐ Adaptive PE
 ☐ Wkly Spec Ed Inst Time

☐ Vocational Education
 ☐ IEP Services Initiated
 ☐ IEP Continuer Indicator
 ☐ FIE Report Date
 ☐ Print Profile

☐ Non-Public School Name
 ☐ Medicaid Eligible
 ☐ TX Medicaid ID

☒ Extended School Year Services

☒ Extended Sch Yr Services
 ☒ Extended Sch Yr Services Hours
 ☒ Extended Sch Yr Services Speech Hours

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		Student Status By Program Changes				Program ID: SRG1200											
Cnty-Dist: 031-776		001 School				Page: 1 of 16											
Campus: 001		Sch Year: 2021															
Enrollment Records:																	
Stu ID	Student Name	Grd	SSN	Orig Entry	Entry	Withdraw	Wd Rsn	Stat	Excls	Elig	Trk	Attrib	Camp Res	Yrs CTE Elig	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 > Student Enrollment > Demo1

DEMO1 DEMO2 DEMO3 GRADUATION AT RISK CONTACT WIR ENROLL SPEC ED G/T BIL/ESL TITLE I PRS LOCAL PROGRAMS PK ENROLL FORMS

Demographic Information

Grade: 10 Entry Dt: 08-16-2021 Track: 00 Orig Entry: 08-16-2021 Withdrawal Dt: -- Portal ID: bXDRV56wz2
 Name: ALYSSA EMMA AGUILAR
 First Middle Last
 Social Security Number Denied ☐ SSN: 452-14-4368 Prior SSN: -- Texas Unique Student ID: 2161986836 Medicaid Eligible ☐ Medicaid ID:
 Sex: F DOB: 02-16-2006 Hispanic/Latino ☒ Aggregate Race/Ethnicity: H - Hispanic
 White ☒ Black/African American ☐ Asian ☐ American Indian/Alaskan Native ☐ Hawaiian/Pacific Isl ☐

Phone / Address

Addr/Tel Rest: Phone Nbr: 555 445-3766 Cell Ph Nbr: -- E-mail:
 Mailing: 4305 BRUNSWICK Alamo City TX 47498 - Duplicate
 Num Street Direction Apt City State Zip
 Physical: 4305 BRUNSWICK Alamo City TX 47498 -

Attendance Zones

Campus	From Grd Lvl	Thru Grd Lvl
NO ROWS		

Student Indicators

Eligibility Code: 1 Record Status: 1
 Attribution Code: 00 NSLP:
 Campus ID Resid: -- Child Find: SPP-11:
 Active Cd: 1 - Active Child Find: SPP-12:
 Cnty Residence: 015 As of Status Last Friday October:
 Reporting Excl: As of Status Last Day Enrollment:

Current / Next Year Information

Control Num: 298 Next W Cntrl:
 Here Last Yr: Next Yr Camp:
 CY Xfer Factor: NY Xfer Factor:
 CY Team Code: NY Team Code:

Economic Disadvantage

Delete	Descriptor	Begin Date	End Date
01			

Add

Foster Care

Delete	Descriptor	Begin Date	End Date
0			

Add

Military Connected

Delete	Descriptor	Begin Date	End Date
0			

Add

Reported Elements from Demo1:

Element	Code Table	Data Element	ASCENDER Name
E0703	C218	FIRST-NAME	Name - First

- DEMO1
DEMO2
DEMO3
GRADUATION
AT RISK
CONTACT
W/R ENROLL
SPEC ED
G/T
BI/ESL
TITLE I
PRS
LOCAL PROGRAMS
PK ENROLL
FORMS

Career Technology

Day Care CTE Support Service: ☐ Sgl Parent/Sgl Preg Woman:

Transport CTE Support Service: ☐ Career and Technology Ind:

Out of Wiforce Individual: ☐

Promotion

Year End Status:

SSI Promotion:

Retained Reason 1:

Retained Reason 2:

Retained Reason 3:

Status Indicators

Campus of Account:

Student Parent:

Even Start:

Neglected/Delinquent:

Military Enlistment:

Prior W/ Summer School:

BI/ESL:

DAP Advanced Measures

Advanced Measure 1:

Advanced Measure 2:

Advanced Measure 3:

Advanced Measure 4:

Tuency Indicators

Excessive Unexcused Absence: ☐ Campus: Date:

Tuency Prevention Measure: ☐ Campus: Date:

Tuency Complaint Filed: ☐ Campus: Date:

Dyslexia

Delete	Details	Entry Date	Exit Date	Reason	Risk	Excp't Rsn	IEP	SBEC	Sec 39.023
☐	☐	08-10-2022	--				☒		

[Add](#)

Entry Data

Entry Date:

Exit Date:

Reason: +33

Dyslexia Risk:

Screening Exception Reason:

IEP/Sec 504 Services: ☒

SBEC/Trained Staff: ☐

Section 39.023 Mode: ☐

Homeless Status

Delete	Descriptor	Begin Date	End Date
☐	0	08-10-2022	--

[Add](#)

Unaccompanied Youth

Delete	Descriptor	Begin Date	End Date
☐	1	08-10-2022	--

[Add](#)

Early Reading Indicator

Delete	Descriptor	Begin Date	End Date
		not applicable	

Unschooling Asylee Refugees

Delete	Descriptor	Begin Date	End Date
☐	0	08-10-2022	--

[Add](#)

Element	Code Table	Data Element	ASCENDER Name
E1672	C088	ADDITIONAL-DAYS-PROGRAM-PARTICIPATION-INDICATOR-CODE	---

- TSDS PEIMS Extended Year Submission

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	--

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

Save Create Report Delete

☐ Registration Information

☐ Speech Therapy Indicator ☐ Primary Disability ☐ Spec Ed Withdraw Date ☒ Instructional Setting Code ☐ Regional Day School Deaf

☐ Regional Day Sch Fiscal Agent

☐ Program Information

☐ Program Information

☐ Secondary Disability ☐ Tertiary Disability ☐ Multi Disability ☐ Child Count Funding Code ☐ Early Childhood Intervention

☐ Preschool Program (PPCD) ☐ PPCD Service Location Code ☐ Intellectual Disability Code ☐ Adaptive PE ☐ Wkly Spec Ed Inst Time

☐ Vocational Education ☐ IEP Services Initiated ☐ IEP Continuer Indicator ☐ FIE Report Date ☐ Print Profile

☐ Non-Public School Name ☐ Medicaid Eligible ☐ TX Medicaid ID

☒ Extended School Year Services

☒ Extended Sch Yr Services ☒ Extended Sch Yr Services Hours ☒ Extended Sch Yr Services Speech Hours

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](#)

DEMOGRAPHIC DATA PROGRAM INFORMATION DATES CHILD RESTRAINT INSTRUCTORS

Demographic Information

Grade: 10 Sex: F DOB: 06-24-2005 Orig Entry: 08-09-2021 SSN: XXX-XX-5430

Name: NOEMI LEE McKINLEY Campus Status: Active

Hispanic/Latino: ☐ White: ☒ Black/African American: ☐ Asian: ☐ American Indian/Alaskan Native: ☐ Hawaiian/Pacific Isl: ☐

Special Ed Information

Campus	Entry Date	Exit Date	Reason	Primary Disability Code	Primary Disability Description	Instruction Setting Code	Instruction Setting Description	Speech	CTE Eligibility	Regional Day School Deaf	RDSD Fiscal Agent
001	08-09-2021			07	Emotional Disturbance	41	Resource Room - Less than 21%	0	☒	0	

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

DEMOGRAPHIC DATA **PROGRAM INFORMATION** DATES CHILD RESTRAINT INSTRUCTORS

Program Information

Secondary Disability: 02 Adaptive PE: ☐

Tertiary Disability: ☐ Weekly Spec ED Instruction Time:

Multi Disability: ☐ Vocational Education:

Child Count Funding Code: 3 IEP Services Initiated: --

Early Childhood Intervention: ☐ Print Profile: ☒

Preschool Program (PPCD): ☐ Non-Public School Name: 20200923T

PPCD Service Location Code: 0 Medicaid Eligible: ☐

Intellectual Disability Code: TX Medicaid ID:

FIE Report Date: 09-24-2020

Extended School Year Services

Extended School Year Services: ☐

Extended School Year Services Hours: 000.0

Extended School Year Services Speech Hours: 000.0

Hearing/Visually Impaired

Date of Hearing Exam: --

Degree of Hearing Loss:

Date of Visual Exam: --

Right Eye Snell Correct:

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 <i>not</i> 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  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  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  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  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  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  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.

Import Print Report	
File:	001927_001_STUDENT_20xx02051100.xls Browse

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  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  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](#)

Save Retrieve

COUNTY DISTRICT CAMPUS ID SHARED SERVICES ARRANGEMENT CONTRACTED INSTRUCTIONAL STAFF PRIOR YEAR CAMPUSES

Complex Type - LocalEducationAgencyExtension

District ID: 964964 ASVAB: 01

District Name: TEXAS ISD Family Engagement Plan Link:

Total Nbr School Brd Requests: 0

Total Cost School Brd Requests: \$0

- ☐ 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](#)

COUNTY DISTRICT CAMPUS ID SHARED SERVICES ARRANGEMENT CONTRACTED INSTRUCTIONAL STAFF PRIOR YEAR CAMPUSES PRIOR YEAR SSA

Complex Type - School

Del	Campus	Campus Name	Campus Enrollment Type	NSLP	PK Waiver	Bullying Incidents	Cyberbullying Incidents
	001	001 School	02 Zoned Enrollment - Transfers Accepted	01		00000	00000
	002	002 School	06 ISS/DAEP/JAEP	00		00000	00000
	003	003 School	05 Blended Enrollment	01		00000	00000
	042	042 School	06 ISS/DAEP/JAEP	01		00000	00000
	101	101 School	02 Zoned Enrollment - Transfers Accepted	01		00000	00000

Rows: 5

Add

- ☐ 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

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)
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 Empld

- [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](#)

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

Complex Type - CourseTranscriptExtension, StudentAcademicRecord

Del	Campus	Class ID	Service ID	Course Sequence	Pass/Fail	Dual Credit	College Credit Hrs	ATC	Course Completion	Begin Date	End Date
	001	0901-01-2-0000000	03220400	0	01	☒		☐	☐	08-08-2022	- -
Rows: 0											
Add											

☐ 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.

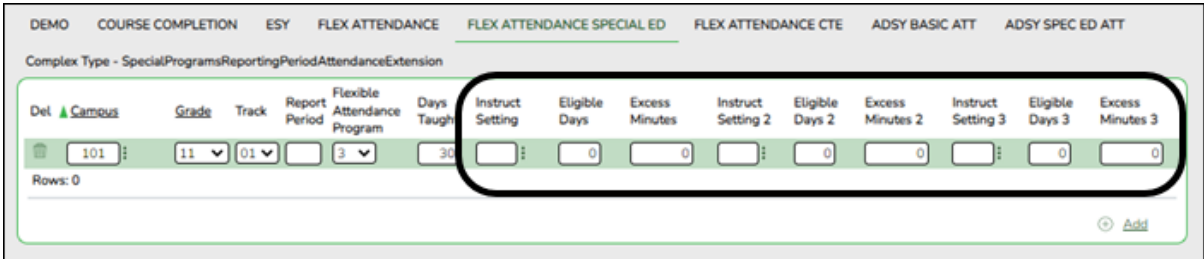
State Reporting > Maintenance > Extended > Flex Att

☐ 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-CODE (E0173) Code table: C035
Instructional Setting 2	Select the instructional setting used to provide instruction to the student.
Instructional Setting 3	(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.
Eligible Days 2	FLEX-ATTEND-DAYS-ELIGIBLE-IN-INSTR-SETTING (E1051)
Eligible Days 3	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	FLEX-ATTEND-EXCESS-MINUTES-IN-INSTR-SETTING E1052)
Excess Minutes 2	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.
Excess Minutes 3	

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](#)

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
First Middle Last
Generation
TX Unique Staff ID 7796877536

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:**

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: <table border="1" data-bbox="475 1151 1477 1926"> <tr> <td>American Indian</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>Asian</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>Black</td><td> BLACK-AFRICAN-AMERICAN-CODE (E1061) Has origins in any of the black racial groups of Africa. </td></tr> <tr> <td>Pacific Islander</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>White</td><td> WHITE-CODE (E1063) Has origins in any of the original peoples of Europe, the Middle East, or North Africa. </td></tr> </table>		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.
American Indian	AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059) Has origins in any of the original peoples of North and South America (including Central America).											
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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](#)

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	Pos Served	Nbr of Students	ESC SSA	ADSY
	015904	103	087	01010000	0094-04-2-000000C	01	01	1		☒
					- - -			0		☐

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.

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](#)

DEMO	COURSE COMPLETION	ESY	FLEX ATTENDANCE	FLEX ATTENDANCE SPECIAL ED	FLEX ATTENDANCE CTE	ADSY BASIC ATT	ADSY SPEC ED ATT															
Complex Type - BasicReportingPeriodAttendanceExtension																						
Delete	Camous	Track	Report Period	Days Taught	Grade	Total Days Absent	Elig Days Present	RS Elig Days Present	RA Elig Days Present	BL ESL Days	RS BL ESL Days	RA BL 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	BL ESL Fund	RS BL ESL Fund	RA BL ESL 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																						

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.
BL 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 BL 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 BL 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.

Preview
PDF
CSV

Organization Report Group

[District / Campus](#)

Staff Report Group

[Classroom Responsibilities Extended](#)

[Extended Staff Demo](#)

Student Report Group

[ADSY Basic Attendance Extended](#)

[ADSY Special Ed Attendance Extended](#)

[CTE Flexible Attendance Extended](#)

[Course Completion Extended](#)

[Extended Student Demo Data](#)

[Flexible Attendance Extended](#)

[Special Ed Flexible Attendance Extended](#)

[Student ESY Data](#)

District / Campus

Parameter Description

Use the above file format buttons to generate the report.

☐ 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

Run

Collection: Exyr1 - First Submission ▼

Ending School Year: 2022

Extended Collection

- ☒ All Extended Interchanges
- ☒ Education Organization Interchange
- ☒ Education Organization Calendar Interchange
- ☒ Master Schedule Interchange
- ☒ Student Interchange
- ☒ Student Enrollment Interchange
- ☒ Staff Association Interchange
- ☒ Student Attendance Interchange
- ☒ Student Transcript Interchange
- ☒ Student Program Interchange

Selected Students: 3592829845 ::

Selected Staff: ::

Complex Type Name	ADSY	Bi/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 <i>Exyr1</i> if this is the first extended submission. If you are resubmitting extended data, select <i>Exyr2</i>.
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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