TSDS PEIMS Fall Submission

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TSDS PEIMS Fall Submission (Updated 2023-2024)

The ASCENDER State Reporting application provides programs to extract the appropriate data for each collection from the ASCENDER Business and Student systems. These programs are reviewed and modified annually, per the published Texas Web-Enabled Data Standards (TWEDS), to ensure that the data extracted to the district database is as accurate as possible. The extracts provide many of the edits as defined in the TWEDS.

The PEIMS fall submission (Submission 1) includes program data for organization, staff, budget, shared service arrangement, and student enrollment and program data records as of (and including) the fall snapshot date.

The extract programs create the appropriate records in the district database, taking into account the school-start window and the fall snapshot date. The as-of-status code is automatically generated for each student record.

Staff data can be extracted from the Business system, the Student system, or both.

For a complete list of extract rules and edits, see https://tealprod.tea.state.tx.us/TWEDS/103/0/0/0/Introduction/List/878

IMPORTANT: Each LEA will have unique situations. Some of the dates, images, and examples provided in this document are for informational and instructional purposes only and may not completely represent your LEA's process.

NEW FOR 2023-2024:

❑ StudentGraduationProgramExtension - Added new data element to the Fall submission: TEXAS-FIRST-EARLY-HS-COMPLETION-PROGRAM (E1736) (Code table C233) which indicates the student graduated early under the Texas First Early High School Completion Program and specifies whether the student graduated two or more semesters or less than two semesters or the equivalent earlier than the expected graduation date of the student's high school cohort.

Prerequisites

Prerequisites:

- Verify that all roles and users are correct in ASCENDER Security Administration.

- All staff responsible for extracting data must coordinate activities with each other. This is especially important when deleting data from state reporting, extracting data, and manually entering data.

NOTE:

If the district does NOT have a pay date row on Payroll > Tables > Pay Dates where the **Begin Date** is *after* the **School Start Window (SSW) Date**, the district is considered Student-only for that school year.

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

Terminology:

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

I. Verify Master Schedule Data

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

Grade Reporting

- Grade Reporting Reports

  Data in the district master schedule can be verified by running the following reports:

  Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0140 - Instructor List (Grd Rpting)

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

Instructor Listing
001 School
Sch Year: 2021

Program ID: SGR0140
Page: 1 of 8

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

SGR0140 allows you to verify that staff IDs are correct.

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

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

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

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

Program ID: SGR2500
Page: 175 of 175

Instructor	Period 00	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Period 08
YOW, V Instr ID: 144 Total Students: 108		SCIENCE 0402-04 17 MTWThF 02650400 01-Teacher of Record						MATH 0401-04 17 MTWThF 02640040 01-Teacher of Record	
ZAROSKY, W Instr ID: 076 Srf ID=001151		MATH KG 0001-06 20 MTWThF	HOME ROOM 0006-06 20 MTWThF				PE/HEALTH 0005-06 20 MTWThF		

Run SGR2500 before staff responsibilities data is extracted. The report provides a count of students in each instructor's class, as well as service ID and total students. You can compare data to the database after the staff data is extracted.

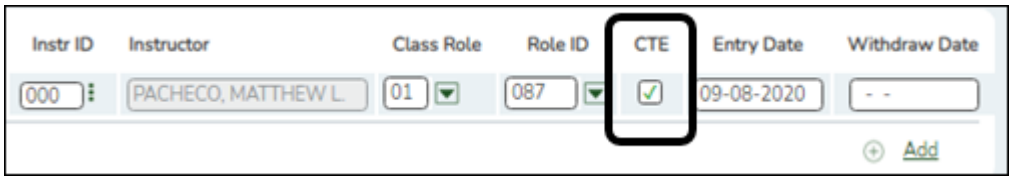
For elementary campuses:

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

the TEA for classroom linking.

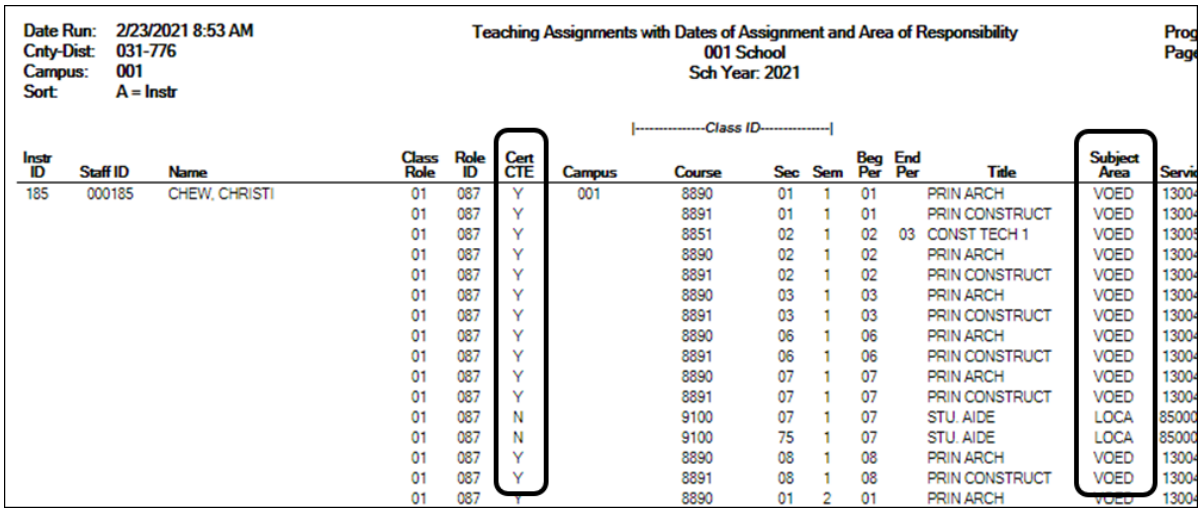
Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR2550 - Teaching Assignments

IMPORTANT: **CTE** must be selected for the instructor on ***Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section***.



Instr ID	Instructor	Class Role	Role ID	CTE	Entry Date	Withdraw Date
000	PACHECO, MATTHEW L.	01	087	✓	09-08-2020	- -

Add



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

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

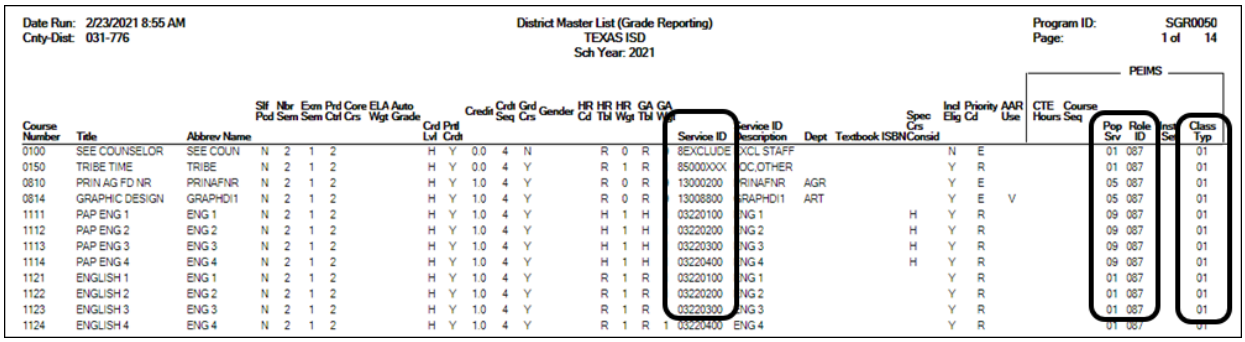
Prog
Page

Instr ID	Staff ID	Name	Class Role	Role ID	Cert CTE	Campus	Course	Sec	Sem	Beg Per	End Per	Title	Subject Area	Servic
185	000185	CHEW, CHRISTI	01	087	Y	001	8890	01	1	01		PRIN ARCH	VOED	1300
			01	087	Y		8891	01	1	01		PRIN CONSTRUCT	VOED	1300
			01	087	Y		8851	02	1	02	03	CONST TECH 1	VOED	1300
			01	087	Y		8890	02	1	02		PRIN ARCH	VOED	1300
			01	087	Y		8891	02	1	02		PRIN CONSTRUCT	VOED	1300
			01	087	Y		8890	03	1	03		PRIN ARCH	VOED	1300
			01	087	Y		8891	03	1	03		PRIN CONSTRUCT	VOED	1300
			01	087	Y		8890	06	1	06		PRIN ARCH	VOED	1300
			01	087	Y		8891	06	1	06		PRIN CONSTRUCT	VOED	1300
			01	087	Y		8890	07	1	07		PRIN ARCH	VOED	1300
			01	087	Y		8891	07	1	07		PRIN CONSTRUCT	VOED	1300
			01	087	N		9100	07	1	07		STU. AIDE	LOCA	85000
			01	087	N		9100	75	1	07		STU. AIDE	LOCA	85000
			01	087	Y		8890	08	1	08		PRIN ARCH	VOED	1300
			01	087	Y		8891	08	1	08		PRIN CONSTRUCT	VOED	1300
			01	087	Y		8890	01	2	01		PRIN ARCH	VOED	1300

Set **Sort** parameter to D (Subject Area).

Cert CTE is set to Y for all VOED and COMP courses in the **Subject Area** column for all weighted state career and technical funding courses and CTE-certified teachers.

Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0050 - District Master List (Grd Rpting)



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

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

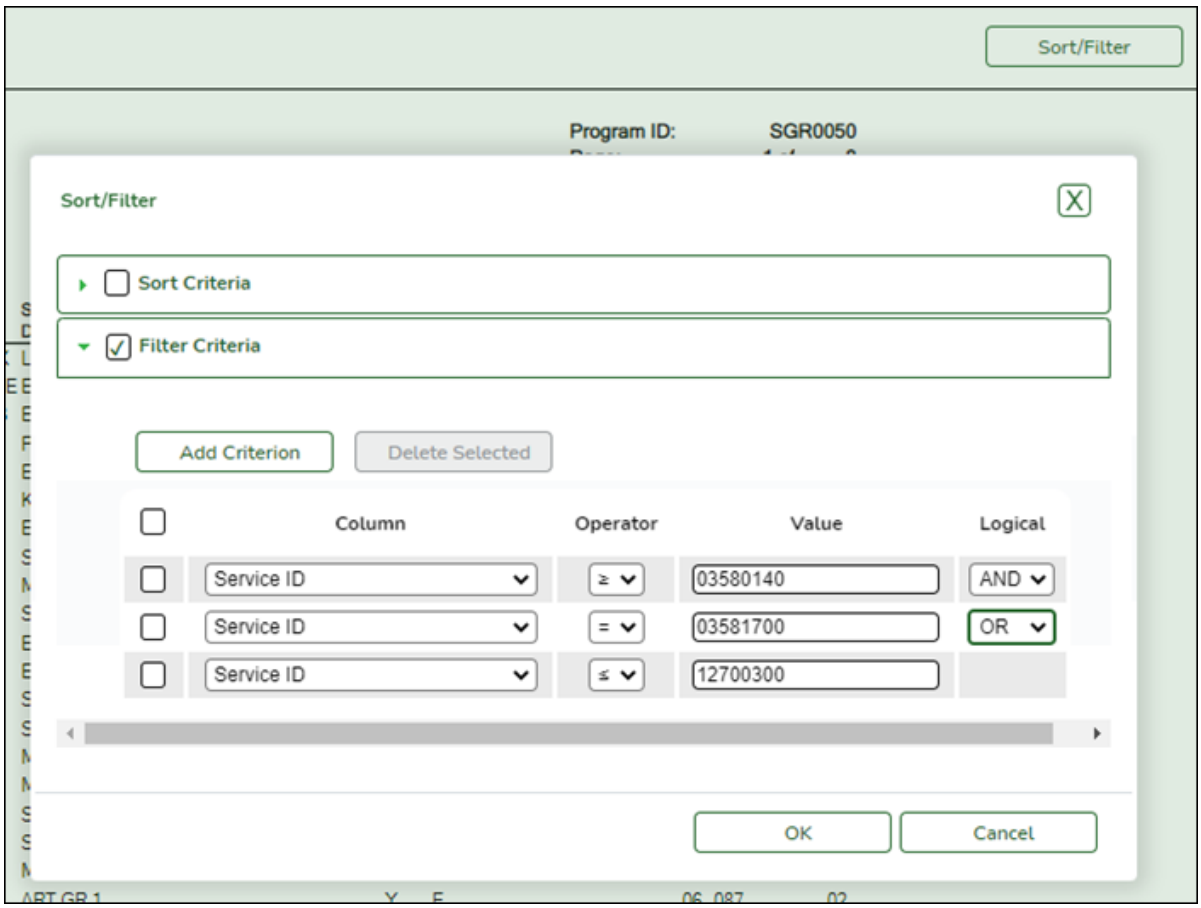
Program ID: SGR0050
Page: 1 of 14

Course Number	Title	Abbrev Name	Slf Pod	Nbr Sem	Exm Sem	Prd Crd	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	Textbook	ISBN	Spec Crs Consid	Incl Elig	Priority Cd	AAR Use	CTE Hours	Course Seq	Pop Srv	Role ID	Insr Set	Class Typ
0100	SEE COUNSELOR	SEE COUN	N	2	1	2				H	Y	0.0	4	N		R	0	R			8EXCLUDE	EXCL STAFF					N	E				01	087		01
0150	TRIBE TIME	TRIBE	N	2	1	2				H	Y	0.0	4	Y		R	1	R			85000XXX	DOC,OTHER					Y	R				01	087		01
0810	PRIN AG FD NR	PRINAFNR	N	2	1	2				H	Y	1.0	4	Y		R	0	R			13000200	PRINAFNR	AGR				Y	E				05	087		01
0814	GRAPHIC DESIGN	GRAPHDI1	N	2	1	2				H	Y	1.0	4	Y		R	0	R			13008800	GRAPHDI1	ART				Y	E	V			05	087		01
1111	PAP ENG 1	ENG 1	N	2	1	2				H	Y	1.0	4	Y		H	1	H			03220100	ENG 1				H	Y	R				09	087		01
1112	PAP ENG 2	ENG 2	N	2	1	2				H	Y	1.0	4	Y		H	1	H			03220200	ENG 2				H	Y	R				09	087		01
1113	PAP ENG 3	ENG 3	N	2	1	2				H	Y	1.0	4	Y		H	1	H			03220300	ENG 3				H	Y	R				09	087		01
1114	PAP ENG 4	ENG 4	N	2	1	2				H	Y	1.0	4	Y		H	1	H			03220400	ENG 4				H	Y	R				09	087		01
1121	ENGLISH 1	ENG 1	N	2	1	2				H	Y	1.0	4	Y		R	1	R			03220100	ENG 1					Y	R				01	087		01
1122	ENGLISH 2	ENG 2	N	2	1	2				H	Y	1.0	4	Y		R	1	R			03220200	ENG 2					Y	R				01	087		01
1123	ENGLISH 3	ENG 3	N	2	1	2				H	Y	1.0	4	Y		R	1	R			03220300	ENG 3					Y	R				01	087		01
1124	ENGLISH 4	ENG 4	N	2	1	2				H	Y	1.0	4	Y		R	1	R	1		03220400	ENG 4					Y	R				01	087		01

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

You can also use SGR0050 to identify service IDs in the C022 code table that are not appropriate for the CTE course.

You can filter for CTE courses (in numerical order and alpha order, or individually):



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

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

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

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

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

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

Master Schedule PEIMS Information
001 School
Sch Year: 2021

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

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

SGR0110 allows you to verify that campus course information is correct at the section level. Section-level settings override district information, so ensure that the information is correct. The report also indicates invalid service IDs that must be corrected. Verify **Beg Time** and **End Time** are correct if they are used to report Teacher Responsibilities. If using crosswalks in State Reporting, the **Beg Time** and **End Time** should be blank.

NOTE:

- If bold only on the district master schedule.
- If not bold, is coded on the section tab...
- If blank, no section is built.

Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0220 - Invalid Service ID

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

Invalid Service ID
TEXAS ISD
Sch Year: 2021

Program ID: SGR0220
Page: 1 of 1

Course Number	Title	Service ID	Abbrev Name	Nbr Sems	Self Paced	Graded Course	Credit Level
8829	WEB TECH	13027900	WEBTECH	2	0	Y	H
8835	WEB TECH	13027900	WEBTECH	2	0	Y	H
9792	HEALTH	83200HLT	HEALTH	2	0	Y	M

SGR0220 compares the district course service IDs to the C022 table for the current year and identifies any courses that have service IDs not found in the C022 table. Any courses with invalid service IDs are listed in the report.

Grade Reporting > Reports > Grade Reporting Reports > Student Verification > SGR1600 - Career and Technology Code Verification

Date Run: 2/23/2021 09:08:30
Cnty-Dist: 031-776
Campus: 001

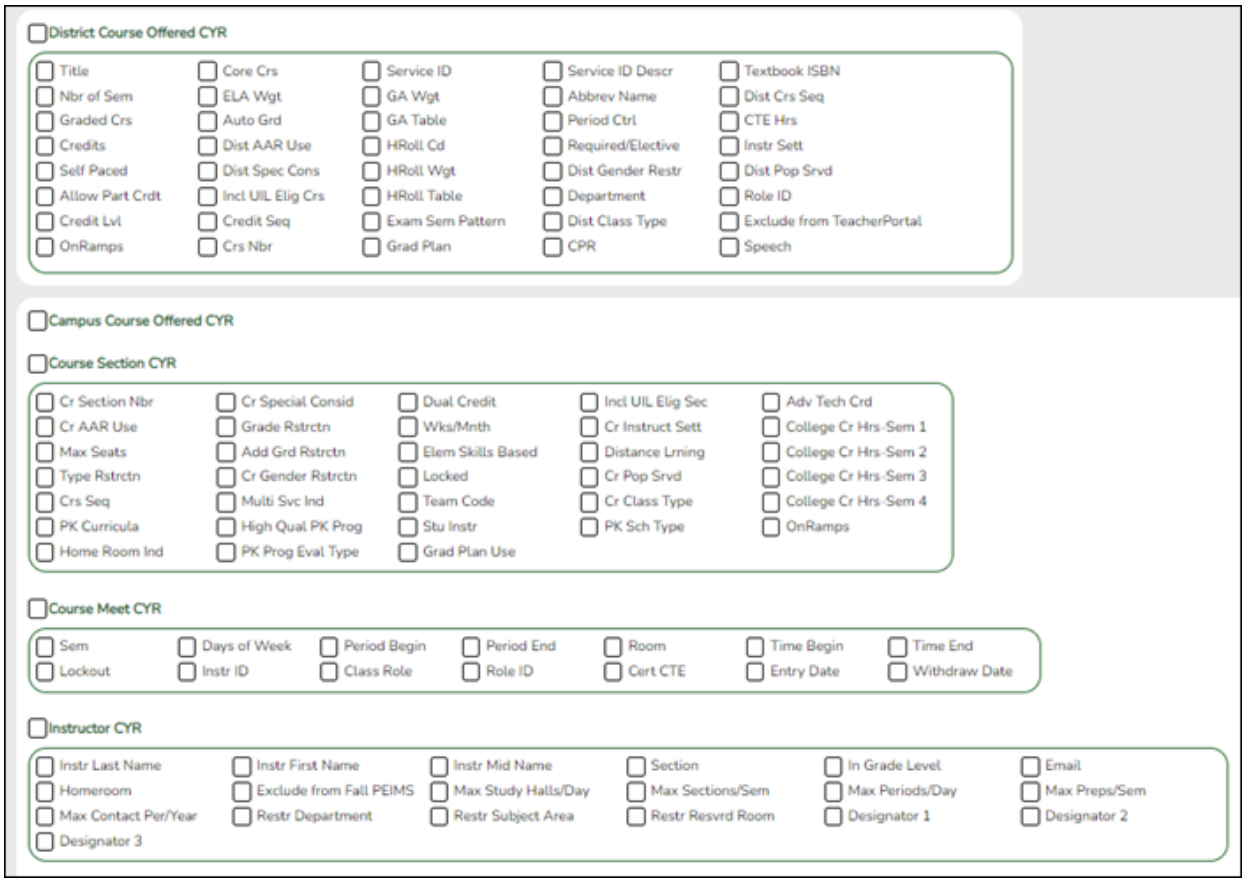
Career and Technology Code Verification Report
001 School
Sch Year: 2021 Semester: 1

Program ID: SGR1600
Page: 1 of 17

Student Name	Student ID	SSN State ID	Grd Lvl	Cntrl Nbr	Act Cd	Trk	WD Date	Course Number	Sec Nbr	Period	Sem Nbr	Car Tech Code	CTE Crd Amt	Xfr Crs	TEA Service ID	TEA Service ID Description	TEA Service ID Override	Crs Dt Entry	Crs Dt Wthdrw
ADAM, CARLOS L	505385	XXX-XX-XXXX	09	010	1	01		8890	06	06 - 06	1	1	1		13004210	PRINARC		08/17/2020	
ADAME, ANDREA L	504115	XXX-XX-XXXX	10	912	1	01		8822	04	04 - 04	1	2	1		13024700	CHILDDEV		08/17/2020	
ADAMS, JONATHAN D	101177	XXX-XX-XXXX	11	755	1	01		8801	04	04 - 04	1	1	1		13000300	LIVEPROD		08/17/2020	08/25/2020
								8818	03	03 - 03	1	1	1		13000400	SMANIMGT		08/25/2020	
AGUILAR, BILLY	503863	XXX-XX-XXXX	12	064	1	01		3133	03	03 - 03	1	1	1		13020600	ANATPHYS		08/17/2020	
								8841	02	02 - 02	1	1	1		13018000	FINMATH		08/17/2020	
AGUILAR, DEVIN L	504028	XXX-XX-XXXX	11	025	1	01		8836	03	03 - 03	1	2	1		13008200	PRINAAVTC		08/17/2020	
								8855	04	04 - 04	1	2	1		13001800	FLORAL		08/17/2020	
								8913	01	01 - 01	1	2	1		13011200	PRINBMF		08/17/2020	
ALCOSER, ANNAYELLIE F	504192	XXX-XX-XXXX	10	639	1	01		8822	07	07 - 07	1	2	1		13024700	CHILDDEV		08/17/2020	
ALEMAN, JOHN N	504283	XXX-XX-XXXX	09	973	1	01		8821	02	02 - 02	1	1	1		13024200	PRINHUSR		08/17/2020	
ALEMAN, KRISTEN L	301083	XXX-XX-XXXX	09	877	2	01	01/05/2021	8800	01	01 - 01	1	0	1		13000200	PRINAFNR		08/17/2020	
ALFONSO, JAYLIN R	101152	XXX-XX-XXXX	11	083	1	01		8802	02	02 - 02	1	1	1		13000700	ADVANSCI		08/17/2020	
								8832	01	01 - 01	1	1	1		13027200	PRINIT		08/17/2020	
ALLEN, JESSE M	301019	XXX-XX-XXXX	11	083	1	01		8891	08	08 - 08	1	1	1		13004220	PRINCON		08/17/2020	

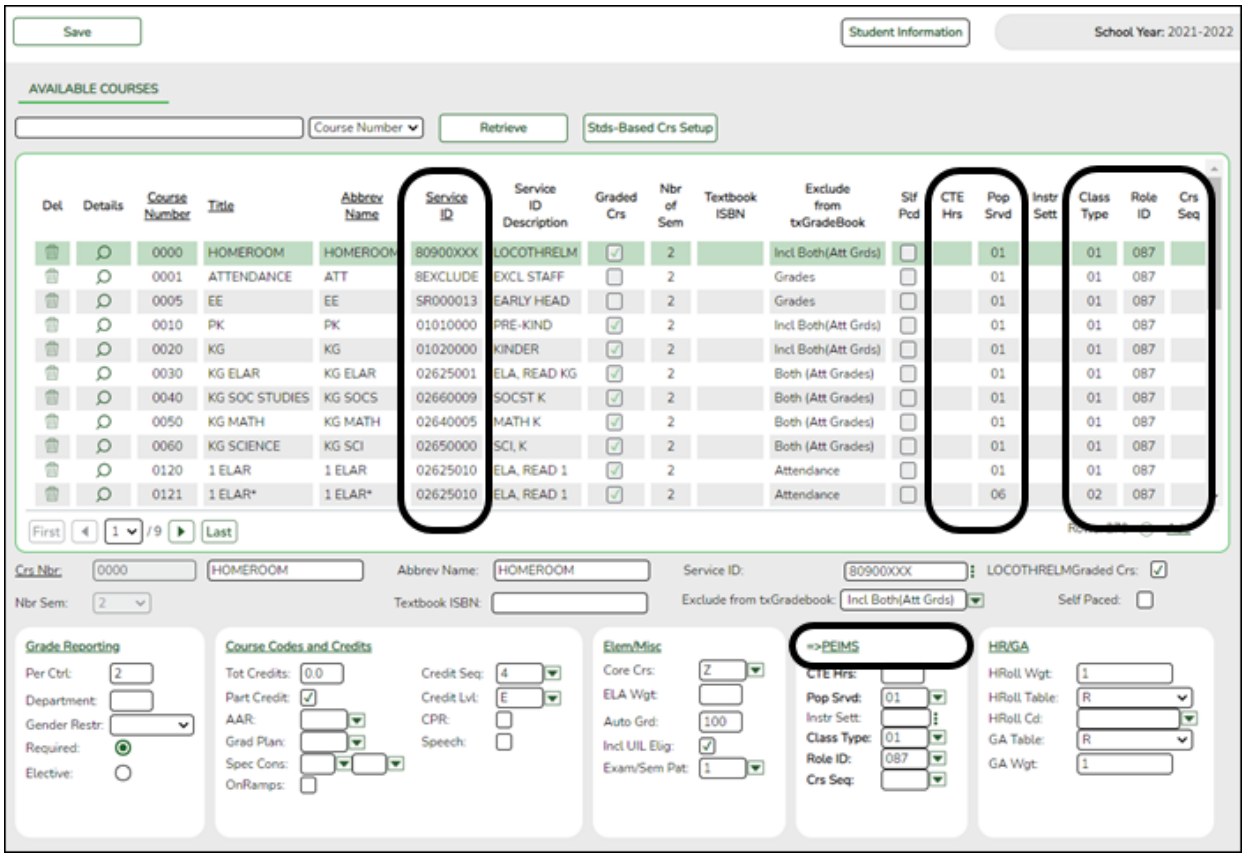
SGR1600 lists the students enrolled in CTE courses, equivalent TEA course numbers, and entry and withdrawal dates. You can run SGR0400 to identify students in the course, and then compare data in SGR1600 for students enrolled in the course.

Grade Reporting > Reports > Create Grade Reporting Reports



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

- Grade Reporting > Maintenance > Master Schedule > District Schedule



NOTE: To display the PEIMS fields in the grid, click the **PEIMS** heading below the grid. An arrow is displayed next to the **PEIMS** heading to indicate that those fields are displayed above.

Reported Elements from District Schedule:

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

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

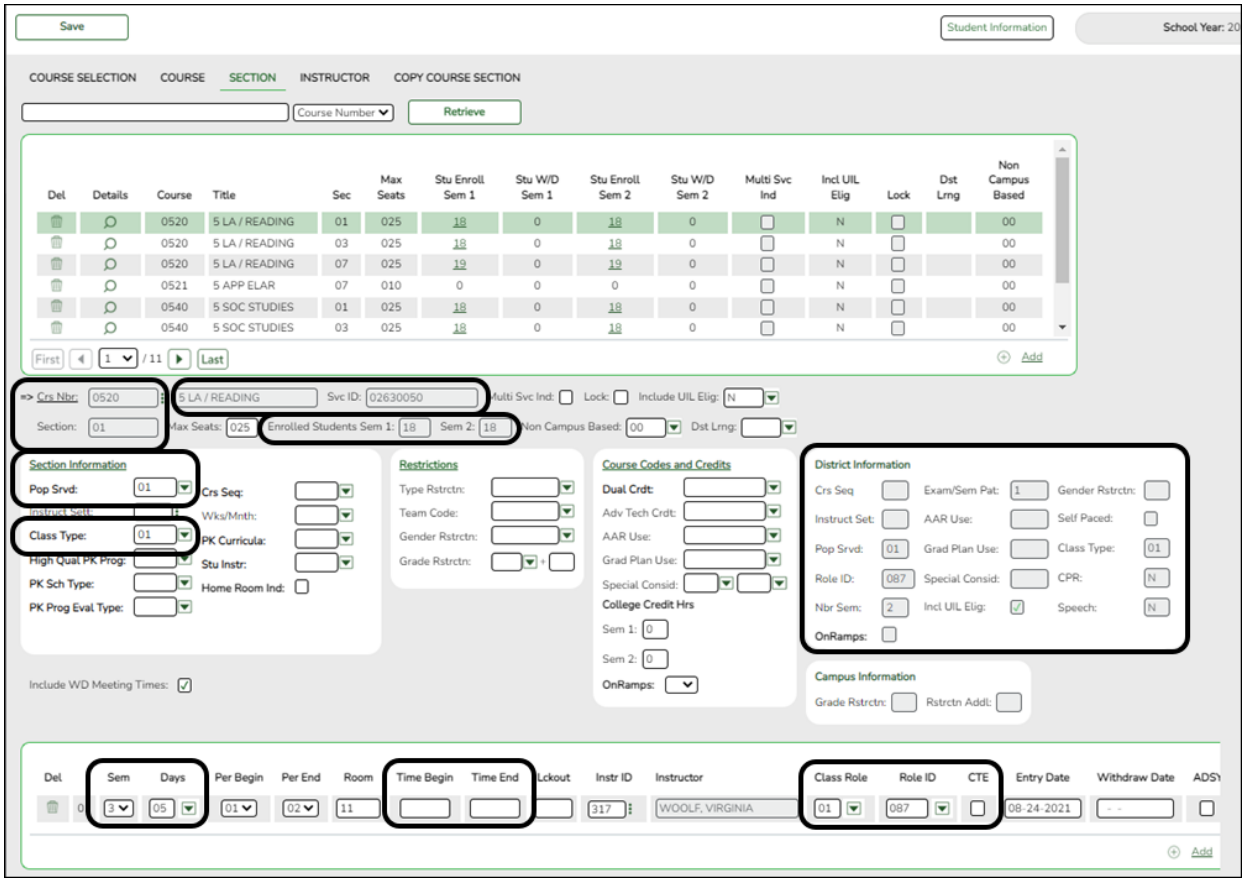
❑ **Pop Srvd** - Verify that the population served code indicates the population for which the course was designed. The default code is 01 (i.e., Regular students).

❑ **Class Type** - Verify that the code correctly indicates if the instruction for the class is provided in a regular or non-regular classroom.

❑ **Role ID** - Verify that the role ID is appropriate for the course. In most cases, the code

is 087 (i.e., Teacher).

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



Several fields exist on both the district and campus master schedules. These fields only need to be updated in the campus master schedule if they require different values than the district master schedule.

- If the field in the campus master schedule (section record) contains data, that value is extracted.
- If the field is blank in the campus master schedule (section record), the district value is extracted.
- Under **District Information**, district-level settings are displayed for your information.

NOTE: To display the applicable fields in the grid, click the **Section Information** heading below the grid. An arrow is displayed next to the heading to indicate that those fields are displayed above.

❑ **Pop Srvd** - Verify the field for all course-sections.

❑ **Class Type** - Verify the field for all course-sections.

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

The following fields must be entered in the campus master schedule (section record); they do not exist in the district master schedule:

❑ **Days** (of the week), **Time Begin**, and **Time End** - Used to calculate monthly minutes for extracting staff responsibility data.

- If **Time Begin** and **Time End** are blank, the crosswalk tables are used to calculate monthly minutes, as described previously in this guide. **Using crosswalks is recommended.**
- If **Time Begin** and **Time End** have values, the extract uses the values whether or not there is a crosswalk for service ID or monthly minutes. **To use the crosswalks, these fields must be blank.**

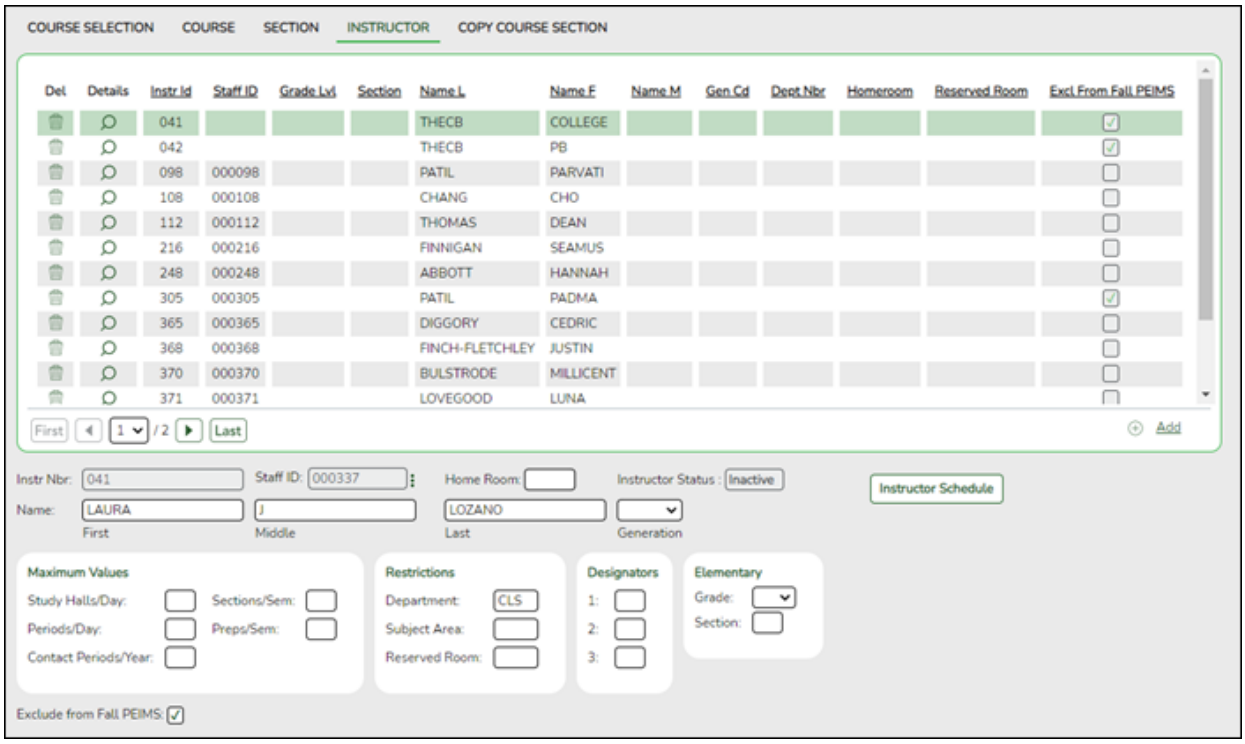
❑ **Class Role** - Verify the field for all course-sections. This value is used when extracting staff responsibility data to identify the teacher of record.

NOTE: For instructional staff, these records may come from staff demo record in Personnel or from the master schedule in Grade Reporting, or both, depending on how your district is set up.

Reported Elements from Section:

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

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



❑ If the district has converted staff IDs (SSNs) to employee IDs, the **Staff ID** column will no longer display SSNs. Employee IDs should be displayed instead. Ensure that an employee ID is displayed for all staff hired after the utility was run.

❑ Select **Excl From Fall PEIMS** if the instructor should not be extracted when staff responsibility data is extracted.

II. Verify ASCENDER Student Data

Verify data for each element in the following ASCENDER Student applications. It is suggested that you run reports first, and then use the maintenance pages in the Student applications to update data where needed.

Calculated Elements

Hard-coded and calculated elements

The following elements are either hard-coded in or calculated by the software. Hard coded values are built into the program, are the same each time they are extracted, and cannot be changed by the user. Calculated values are determined by the program and can be changed if source data is updated or changed.

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

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

❑ CAMPUS-ID (E0266) is the unique campus ID number registered with the TEA. It is the linking of DISTRICT-ID with the campus identification number. A campus ID cannot be greater than 698. The first six characters of CAMPUS-ID must match the value of the DISTRICT-ID in the LEA’s *LocalEducationAgencyExtension* complex type.

❑ CAMPUS-ID-OF-ENROLLMENT (E0782) is required for students with as-of-status codes C, E, or G. This is the campus at which the student was enrolled. The field cannot be updated from any page in ASCENDER.

- As-of-status code C - Enrolled in the district within the school-start window, and not enrolled in the district on the fall snapshot date.
- As-of-status code E - Enrolled in the district in the prior school year, enrolled in the district in the current year but not within the school-start window and not on the fall snapshot date.
- As-of-status code G - Not enrolled in the district in the prior school year, enrolled in the district in the current year but not within the school-start window and not on the fall snapshot date.

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

❑ AS-OF-STATUS-CODE (E1002) is generated by the program during the extracts. The code is based on the student’s current year status within the school start window (i.e., first day of school thru the last Friday in September) and the snapshot date (i.e., last Friday in October).

❑ COURSE-IDENTIFICATION-SYSTEM (E1089) is the system used to identify the organization of subject matter and related learning experiences provided for the instruction of students. **This is hard coded in the program as “State Course Code.”**

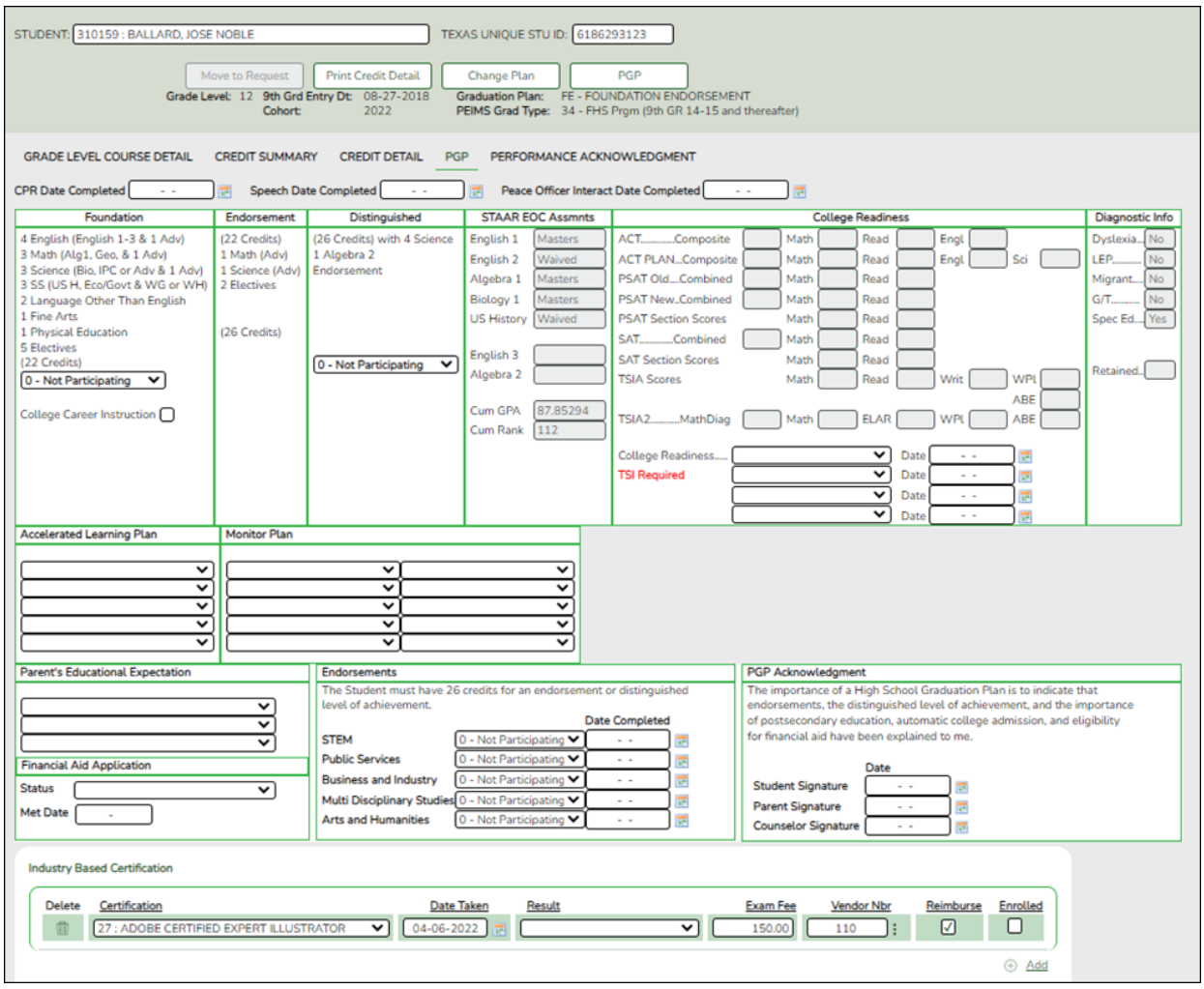
❑ STUDENT-IDENTIFICATION-SYSTEM (E1090) is the coding scheme used for identification and record-keeping purposes by schools, social services, or other agencies to refer to a student. **This is hard coded in the program as “State” and the student’s SSN is used.**

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

❑ FISCAL-YEAR (E0974) is the last digit of the current fiscal year for the fund (e.g., the fiscal year is 0 for the 2019-2020 fiscal year).

Graduation Plan

- Graduation Plan > Maintenance > Student > Individual Maintenance > PGP



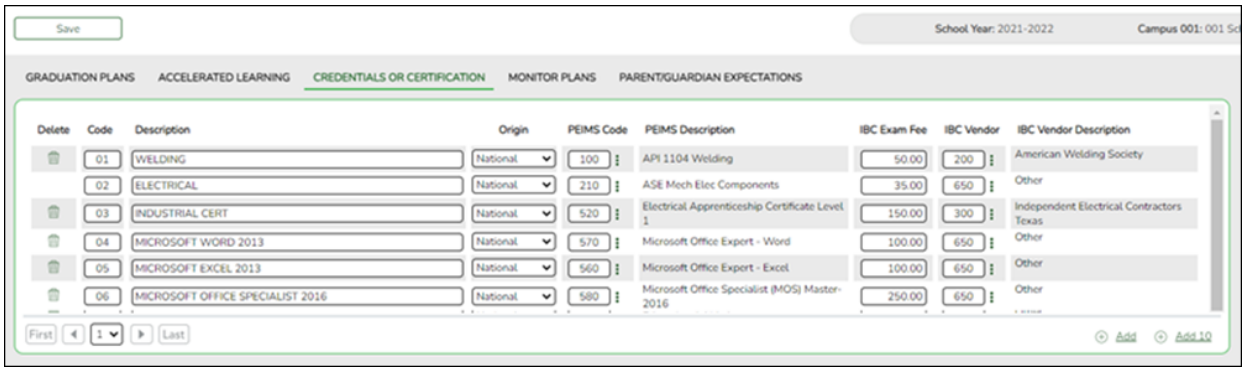
Reported Elements from PGP:

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

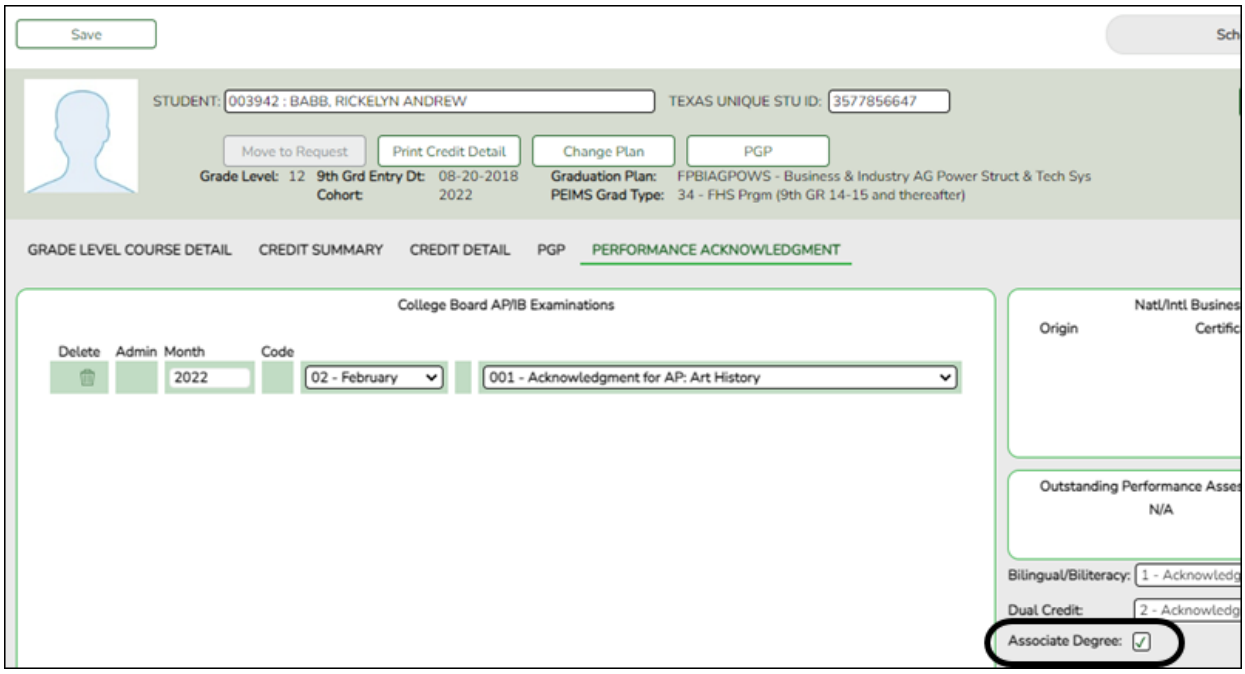
For students who do not have a graduation plan, this information is entered on ***Registration > Maintenance > Student Enrollment > Demo3***.

IMPORTANT The IBC Exam Fee Amount has a revised domain of values from 0-100 to 0.00-700.00.

❑ Credentials and Certifications are added on ***Graduation Plan > Maintenance > District > Tables***.



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



Reported Elements from Performance Acknowledgement:

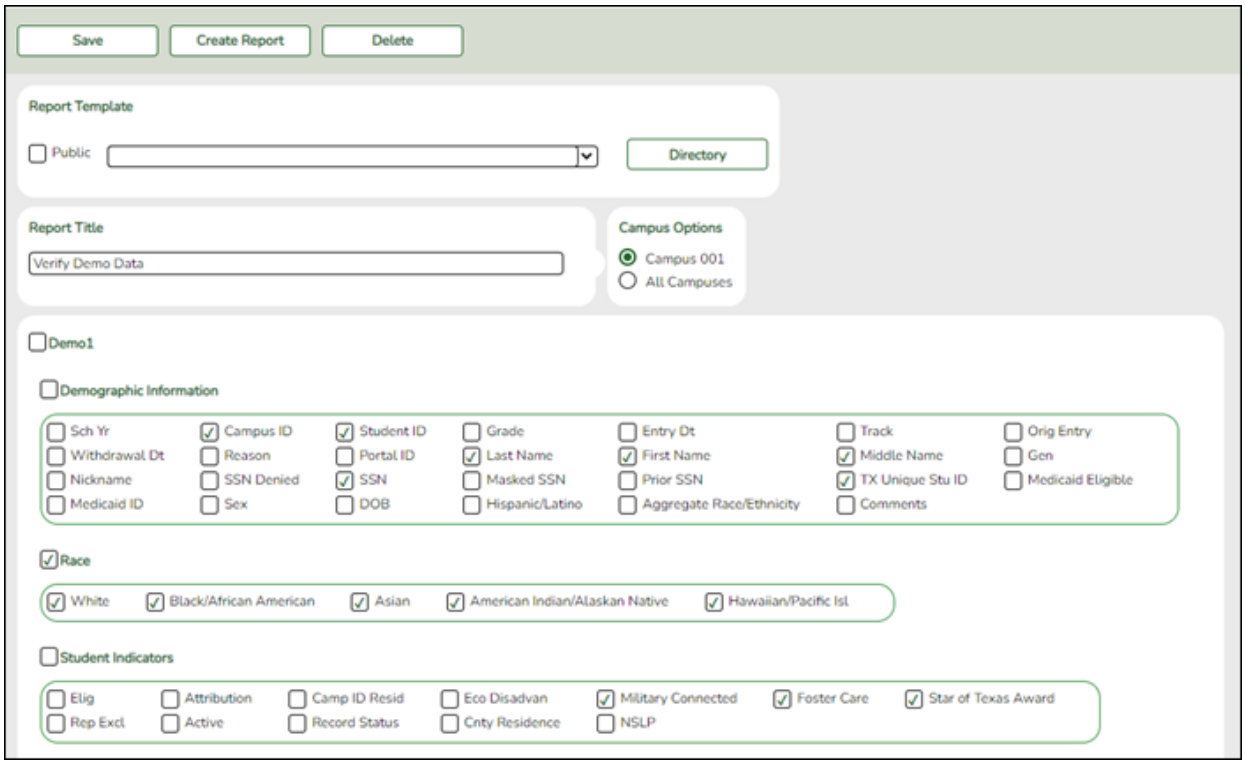
Element	Code Table	Data Element	ASCENDER Name
E1596	C088	ASSOCIATE-DEGREE-INDICATOR-CODE	Associate Degree

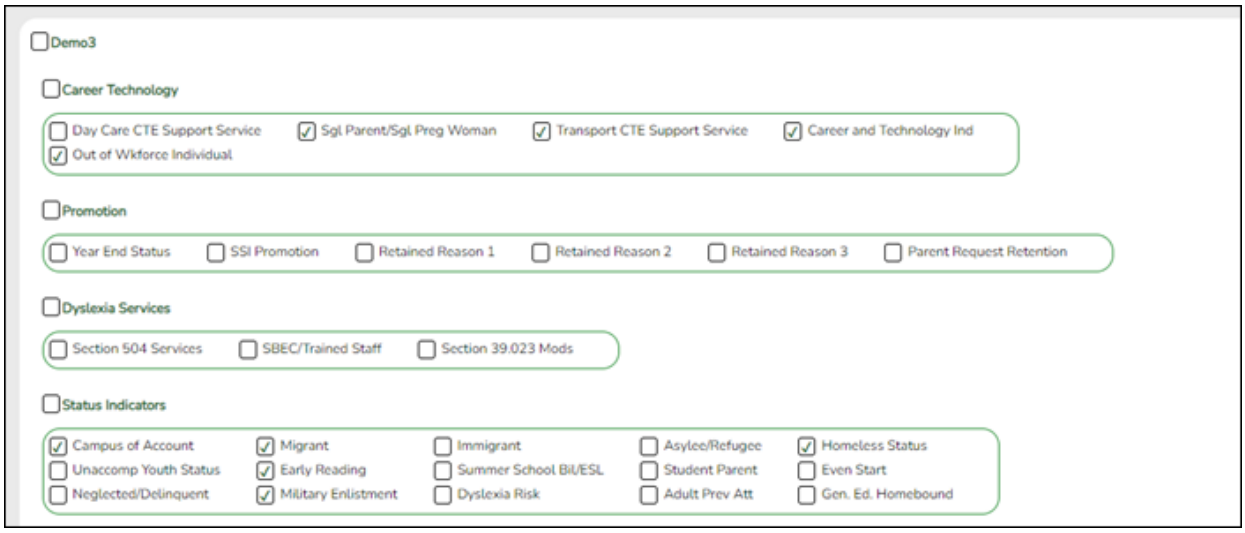
Registration

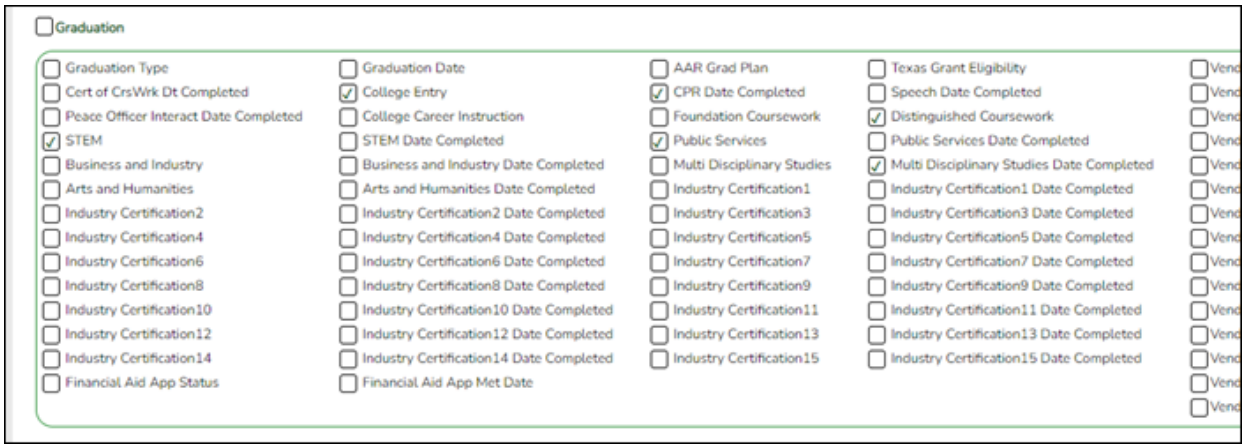
- Registration Reports

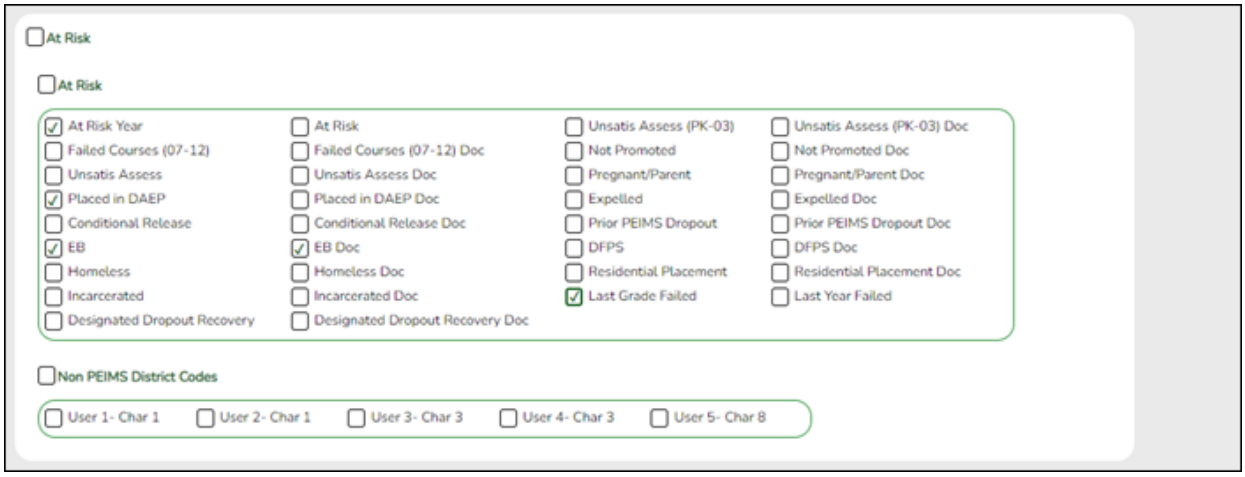
  Registration data can be verified by running the following reports:

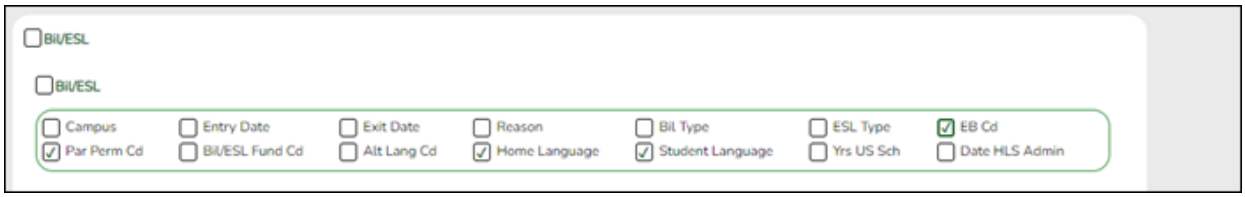
Registration > Reports > Create Registration Report

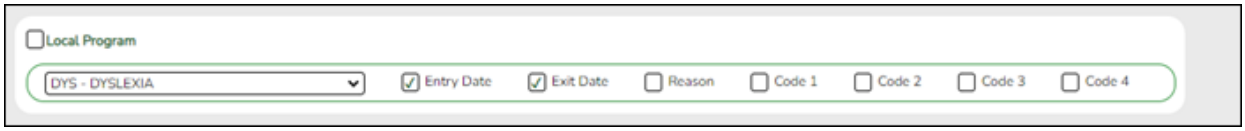












Demo1, Demo3, At Risk, Bilingual/ESL enrollment data, and local program data can be verified by creating a customized report.

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

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

Student Special Program Listing
001 School

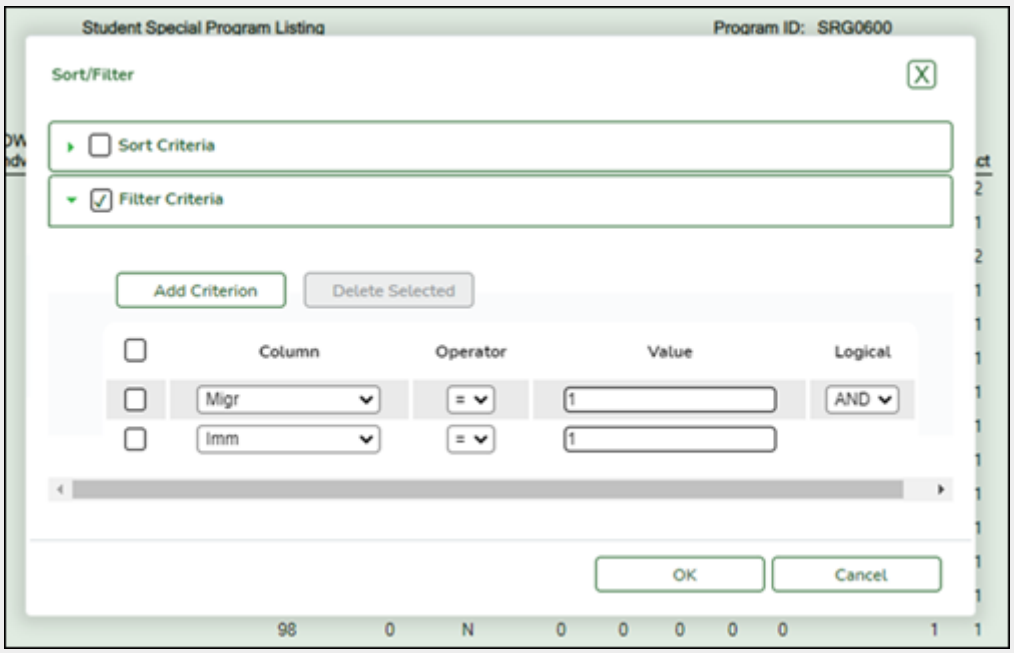
Program ID: SRG0600
Page: 1 of 27

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

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

NOTE: This report can be used to verify Migrant, Immigrant, Asylee Refugee, Military Connected, Foster Care, Homeless, Unaccompanied Youth, and/or Eco Dis.

The report can be filtered to show one data element at a time.



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

Date Run: 2/22/2021 10:22 AM
Cnty-Dist: 031-776
Campus: 001

Student Status By Program Changes
001 School
Sch Year: 2021

Program ID: SRG1200
Page: 1 of 72

Special Education Records:

Stu ID	Student Name	Grd	SSN	Entry	Withdraw	Wd Rsn	Pri Disab	Instruct Set	Multi Disab	Speech	CTE Elig	Reg Day Sch	Deaf	RDSD Fiscal Agent
504283	ALEMAN, JOHN N	09	XXX-XX-XXXX	08-17-2020			08	40	No	0	1	0		
503992	BAILEY, DAVID J	09	XXX-XX-XXXX	08-17-2020			08	42	No	0	1	0		
504657	CALVILLO, RHIANNON L	09	XXX-XX-XXXX	08-17-2020	08-18-2020	60	08	41	No	0	1	0		
301063	DELGADO, JESSICA W	09	XXX-XX-XXXX	08-17-2020			06	93	No	0	1	0		
504451	GALLEGOS, JOSHUA S	09	XXX-XX-XXXX	08-17-2020			08	41	No	0	1	0		
504542	HINKLE, GEORGIA J	09	XXX-XX-XXXX	08-17-2020			02	41	No	0	1	0		
504138	SKOW, LILLIAN J	09	XXX-XX-XXXX	08-17-2020			07	42	No	0	1	0		
504359	TAYLOR, JESSICA C	09	XXX-XX-XXXX	08-17-2020	12-14-2020	49	08	40	No	0	1	0		
504359	TAYLOR, JESSICA C	09	XXX-XX-XXXX	01-25-2021			08	40	No	0	1	0		
300992	YAPP, JUSTICE	09	XXX-XX-XXXX	08-17-2020			08	40	No	0	1	0		
504115	ADAME, ANDREA L	10	XXX-XX-XXXX	08-17-2020			08	40	No	0	1	0		

To verify special ed data, set the **Print Special Ed Records** parameter to Y, and set all other parameters to blank or N.

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

Student Status By Program Changes
001 School
Sch Year: 2021

Program ID: SRG1200
Page: 1 of 1

Gifted and Talented Records:

Stu ID	Student Name	Grd	SSN	Entry	Withdraw	Wd Rsn	Gifted & Talented Indicator	General Intelligent Ability	Creative Productive Thinking	Specific Subj. Matter Apt.	Leadership Ability
504418	BOCANEGRA, KRISSY E	09	XXX-XX-XXXX	08-17-2020			1	1			
504415	BOWEN, ERUBEY J	09	XXX-XX-XXXX	08-17-2020			1	1			
504416	CRUZ, GREGORY S	09	XXX-XX-XXXX	08-17-2020	01-05-2021	60	1	1			
504490	FAIR, TREVOR A	09	XXX-XX-XXXX	08-17-2020			1				
505413	FUENTES, RORY	09	XXX-XX-XXXX	08-17-2020			1	1			
504279	JENSEN, JENNA L	09	XXX-XX-XXXX	08-17-2020			1	1			
504431	RODRIGUEZ, CLARA ANN L	09	XXX-XX-XXXX	08-17-2020			1	1			
504426	ROMERO, FELIX J	09	XXX-XX-XXXX	08-17-2020			1	1			
504227	FRAUSTO, BRANDON	10	XXX-XX-XXXX	08-17-2020			1	1			
504201	JONES, SYDNEY D	10	XXX-XX-XXXX	08-17-2020			1	1			
505407	LUGO, DRAKE A	10	XXX-XX-XXXX	08-17-2020			1				

To verify GT data, set the **Print Gifted/Talented Records** parameter to Y, and set all other parameters to blank or N.

Date Run: 2/22/2021 10:25 AM
Cnty-Dist: 031-776
Campus: 001

Student Status By Program Changes
001 School
Sch Year: 2021

Program ID: SRG1200
Page: 1 of 71

Bilingual/ESL Records:

Stu ID	Student Name	Grd	SSN	Date Entry	Date Withdraw	Wd Rsn	Bil	ESL	LEP Cd	Stu Lang	Home Lang	HLS Admin Date	Par Perm Cd	Yrs US Sch	Alt Lang Cd	Bil/ESL Fund Cd
503992	BAILEY, DAVID J	09	XXX-XX-XXXX	08-17-2020	- -		0	3	1	01	01	- -	K	6	00	
504403	CORONADO, YE-WON M	09	XXX-XX-XXXX	08-17-2020	- -		0	3	1	01	01	- -	K	6	00	
504421	FLORES, NICOLE	09	XXX-XX-XXXX	08-17-2020	- -		0	0	4	01	01	- -		6	00	
301095	HERRERA, ISABEL R	09	XXX-XX-XXXX	08-18-2020	09-08-2020	98	0	3	1	01	01	- -	K	2	00	
505381	MARTINEZ, NICOLE R	09	XXX-XX-XXXX	08-17-2020	- -		0	3	1	99	99	- -	K	6	00	
504422	ROCA, BILLY R	09	XXX-XX-XXXX	08-17-2020	- -		0	3	1	01	01	- -	K	6	00	
301085	WALKER, LEIGHANN R	09	XXX-XX-XXXX	08-17-2020	01-12-2021	60	0	0	5	01	01	- -		6	00	
504323	WILSON, ERNEST M	09	XXX-XX-XXXX	08-17-2020	- -		0	3	1	01	01	- -	K	6	00	
505241	GONZALES, TRAVIS N	10	XXX-XX-XXXX	08-17-2020	- -		0	3	1	01	01	- -	K	6	00	BE

To verify bilingual/ESL data, set the **Print Bilingual/ESL Records** parameter to Y, and set all other parameters to blank or N.

Date Run: 2/22/2021 10:32 AM
Cnty-Dist: 031-776
Campus: 101

Student Status By Program Changes
101 School
Sch Year: 2021

Program ID: SRG1200
Page: 1 of 2

PK Enroll Records:

Stu ID	Student Name	Grd	SSN	Entry	Withdraw	Wd Rsn	Elig Cd	PK Program Cd	PK Funding Source	PK Secondary Funding
700247	AGUILAR, EDWARD L	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700284	AMADOR, ZACHARY N	PK	XXX-XX-XXXX	08-17-2020			5	02	2	
700249	AMBRIZ, JOSE B	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700246	BAILEY, DARCY R	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700254	BALBOA, TRAVIS Y	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700300	BOSQUEZ, JOHNNY H	PK	XXX-XX-XXXX	08-17-2020			5	02	2	
700243	CARRILLO, CODY A	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700242	CEARLEY, EMMITT S	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700233	CORONADO, TRISTEN L	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700287	CULBREATH, MIGUEL E	PK	XXX-XX-XXXX	08-17-2020			2	02	2	
700283	DELACERDA, CAIRO J	PK	XXX-XX-XXXX	08-17-2020			5	02	2	

To verify PK enrollment, set the **Print PK Enroll Records** parameter to Y, and set all other parameters to blank or N.

Date Run: 2/22/2021 10:34 AM
Cnty-Dist: 031-776
Campus: 101

Student Status By Program Changes
101 School
Sch Year: 2021

Program ID: SRG1200
Page: 1 of 21

Title I Records:

Stu ID	Student Name	Grd	SSN	Entry	Withdraw	Wd Rsn	Title I	Instructional Services: Read Code	Sci Code	Math Cod	Social Code	Other Related Services: Guidance Code	Health Code	Soc Wrk Code
700273	DOTSON, GAVIN J	EE	XXX-XX-XXXX	08-17-2020			6							
700210	EGELSTON, ALFRED	EE	XXX-XX-XXXX	08-17-2020			6							
700204	KINDRICK, VINCENT A	EE	XXX-XX-XXXX	08-17-2020			6							
700168	LAWRENCE, EMILY J	EE	XXX-XX-XXXX	08-17-2020			6							
700056	LORES, JAMES J	EE	XXX-XX-XXXX	08-17-2020			6							
700325	MARTINEZ, BRYAN A	EE	XXX-XX-XXXX	10-20-2020			6							
700195	MAYBERRY, ALAYZIAH L	EE	XXX-XX-XXXX	08-17-2020			6							
700193	MENDOZA, NAHE R	EE	XXX-XX-XXXX	08-17-2020			6							

To verify Title I data, set the **Print Title I Records** parameter to Y, and set all other parameters to blank or N.

Date Run: 2/22/2021 10:29 AM
Cnty-Dist: 031-776
Campus: 001

Student Status By Program Changes
001 School
Sch Year: 2021

Program ID: SRG1200
Page: 1 of 15

Enrollment Records:

Stu ID	Student Name	Grd	SSN	Orig Entry	Entry	Withdraw	Wd Rsn	Stat	Exclsn	Elig	Trt	Attrib	Camp Res	CTE Elig	Yrs US Sch	Eco Dis	Stu Lang
004277	Salas, Sylvia Y	08	XXX-XX-XXXX	02-18-2021	02-18-2021			1		1	01	00		1		00	98
505385	ADAM, CARLOS L	09	XXX-XX-XXXX	08-17-2020	08-17-2020			1		7	01	00		1		00	98
504283	ALEMAN, JOHN N	09	XXX-XX-XXXX	08-17-2020	08-17-2020			1		1	01	00		1		01	98
301083	ALEMAN, KRISTEN L	09	XXX-XX-XXXX	08-17-2020	08-17-2020	01-05-2021	80	1		1	01	00		1		00	98
301013	BAILEY, CARLOS L	09	XXX-XX-XXXX	08-17-2020	08-17-2020	11-09-2020	49	1		1	01	00		1		01	98
503992	BAILEY, DAVID J	09	XXX-XX-XXXX	08-17-2020	08-17-2020			1		1	01	00		1	6	01	01
301102	BAKER, JASMINE J	09	XXX-XX-XXXX	08-17-2020	08-17-2020			1		1	01	00		1		01	98
504122	BALDWIN, COURTNEY R	09	XXX-XX-XXXX	08-17-2020	08-17-2020			1		1	01	00		1		01	98
505260	BALLEJO, OLIVIA A	09	XXX-XX-XXXX	08-17-2020	08-17-2020			1		1	01	00		1		01	98

To verify eligibility, attribution code, campus of residence, and economic disadvantage status, set the **Print Enroll Records** parameter to Y, and set all other parameters to blank or N. The report is run by campus.

At Risk data can be verified by running the following report:

Registration > Reports > Registration Reports > Program > SRG1500 - Student At Risk Listing

Date Run: 2/22/2021 10:35 AM
Cnty-Dist: 031-776

At Risk Students with Criteria
All Campuses
Sch Year: 2021 All At Risk Years

Program ID: SRG1500
Page: 1 of 170

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

SRG1500 is required for state compensatory audits.

- You must enter a year for the **At Risk Year (Ending School Year)** parameter to print district and campus cumulative counts for all indicators.
- Leave the **Campus ID** parameter blank to obtain district cumulative counts. Campus totals are displayed at the end of each campus.
- District totals are displayed at the end of the report.

Registration > Reports > Registration Reports > Program > SRG1600 - Student At Risk Profile

TEXAS ISD At Risk Student Profile

Campus: 001 001 School

SSN	Student ID	Last Name	First Name	MI	DOB	Grade
XXX-XX-XXXX	504115	ADAME	ANDREA	L	07-31-2005	10

Student Performance/Identification Criteria

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

At Risk Criteria — **Documenta**

	Place a 'Y' in the box for each question answered 'Yes'. A 'Yes' response to any question qualifies the student as 'At Risk'.		Check all that apply. Documenta item must be kept in stude
	1. Did not perform satisfactorily on Readiness Test? (PK-3rd Grade)	☐	Copy of Readiness (PK-3rd Grade)
	2. Failed 2 or more core subjects during a semester in preceding or current school year or is not maintaining a 70 in 2 or more subjects in the current semester? (Grades 7-12)	☐	Grade Record of failure list
	3. Was not advanced from one grade to the next for one or more school years?	☐	Grade Record
Y	4. Did not perform satisfactorily on state assessment? Or has failed STAAR/TAKS in prior year and currently has passed; however, has not passed by the 110% Rule? (please circle)	☐	Copy of STAAR/TAKS or EOC report
	5. Is pregnant or is a parent?	☐	Copy of Doctor's report confirming p providing parenthood
	6. Is/Was in AEP (preceding or current year)? Section 37.006	☐	Copy of hearing records indicating p appropriate cause
	7. Is/Was expelled in preceding or current school year? Section 37.007	☐	Copy of expulsion records indicating
	8. Is currently on parole, probation, deferred prosecution, or other conditional release?	☐	Copy of legal document confirming p

(Optional) SRG1600 displays at-risk criteria per student. One page is printed per student.

Local program data can be verified by running the following report:

Registration > Reports > Registration Reports > Program > SRG1900 - Local Program Enrollment Count

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

Local Program Enrollment
TEXAS ISD
Sch Year: 2022

Program ID: SRG1900
Page: 1 of 3

Student Name	Grade	Student ID	SSN	Campus ID	DOB	Act Cd	Attrib Cd	Local Prgm Dt Entry	Local Prgm Dt W/D	Local Prgm W/D Reason	Campus Dt W/D	Code 1	Code 2	Code 3	Code 4
MELENDEZ, NILE MARIE	09	003569	XXX-XX-XXXX	001	06/16/2007	1	06	08/09/2021						504	
MENDEZ, MCKENZIE MATTHEW	09	003233	XXX-XX-XXXX	001	10/04/2006	1	00	08/09/2021						504	
BAILEY, DAVID SCHOFIELD	10	000146	XXX-XX-XXXX	001	07/09/2006	1	00	08/09/2021							
BROWN, DARYN MATTHEW	10	003591	XXX-XX-XXXX	001	10/14/2005	1	00	08/09/2021						504	
CANDELARIA, ANDREA EZEKIEL	10	003121	XXX-XX-XXXX	001	05/27/2005	1	00	08/09/2021						504	
DICKENS, JORGE LYNN	10	003132	XXX-XX-XXXX	001	10/28/2005	1	00	08/09/2021							SPED
DUBEC, CLARA GARRETT	10	003179	XXX-XX-XXXX	001	08/31/2005	1	00	08/09/2021						504	
LEON, MATTHEW AUBREY	10	003266	XXX-XX-XXXX	001	12/01/2005	1	00	08/09/2021							SPED
SUTTON, MARGARITA DAWN	10	004075	XXX-XX-XXXX	001	09/20/2005	1	00	08/09/2021						504	
HILTON, NATALIE ALEXANDER	11	003154	XXX-XX-XXXX	001	04/07/2005	1	00	08/09/2021						504	
YANEZ, COURTNEY ROSE	11	003155	XXX-XX-XXXX	001	06/16/2005	1	00	08/09/2021							SPED
AMSTEAD, GARRETT NICOLE	12	003052	XXX-XX-XXXX	001	11/12/2003	1	06	08/09/2021						504	
ARRIZOLA, DESTINIE NOVA	12	003387	XXX-XX-XXXX	001	02/13/2004	1	00	08/09/2021						504	
DANIELS, COOPER JO	12	002866	XXX-XX-XXXX	001	08/08/2004	1	00	08/09/2021						504	
DICKENS, VIRGINIA ESTHER JR	12	002911	XXX-XX-XXXX	001	03/27/2003	1	00	08/09/2021							SPED
HERNANDEZ, GARRETT MICHAEL	12	002807	XXX-XX-XXXX	001	08/19/2003	1	00	08/09/2021						DYS	
LLANAS, KARALINE JAY	12	003050	XXX-XX-XXXX	001	06/02/2004	1	00	08/09/2021						504	
PATSCHKE, HEIDI LOUISE	12	003882	XXX-XX-XXXX	001	11/20/2003	1	06	08/09/2021						504	
POKORNY, AZRIEL JAY	12	002895	XXX-XX-XXXX	001	09/08/2003	1	00	08/09/2021							SPED
SENIOR, PATRICK WEST	12	004344	XXX-XX-XXXX	001	11/03/2003	1	00	08/09/2021							SPED
Total Count for Campus 001:	20														

Set the **Local Program Code** parameter to the code for the specific local program. Run the report for each local program code.

> **NOTE**: The following Local Program codes are reported in the Fall PEIMS Submission: Dyslexia (DYS), Early College High School (ECHS), Individual Graduation Committee (IGC), Intervention Strategy (INT), Pathways in Technology (P-TECH), 504 and Texas Science, Technology, Engineering, and Mathematics (T-STEM).

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

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

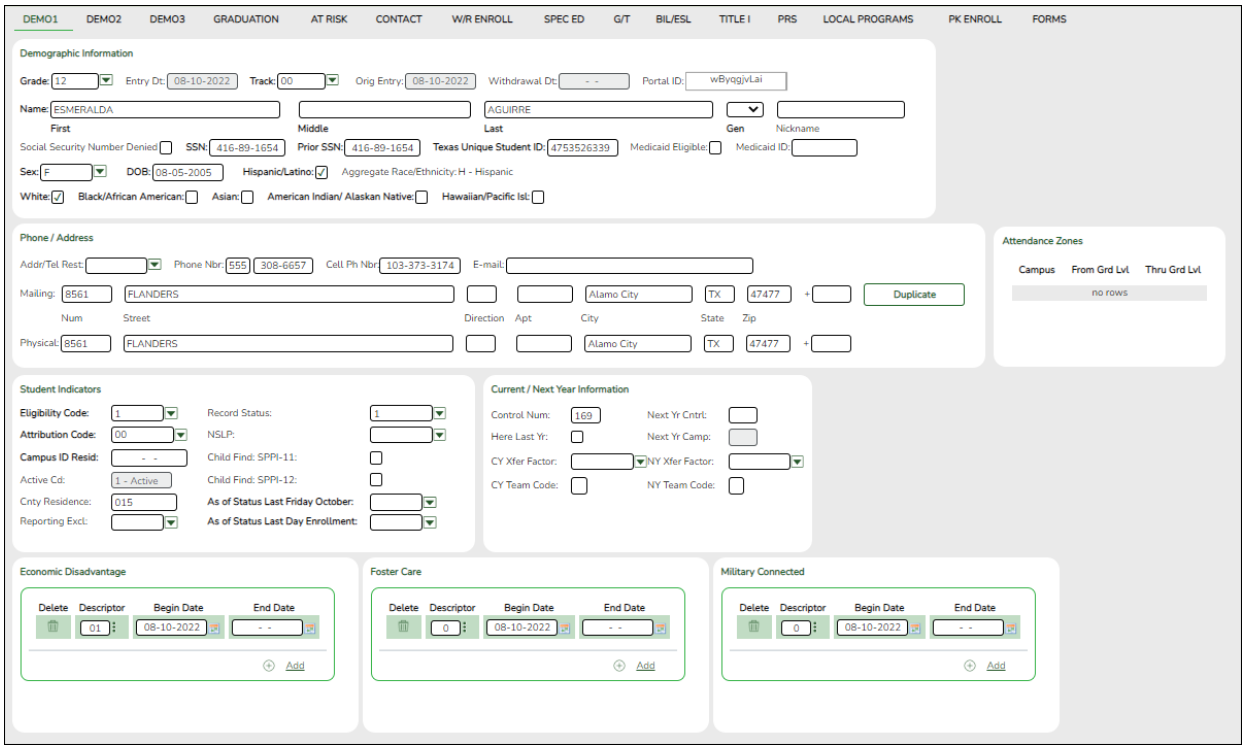
District of Residence: Blank

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

SRG1800 provides a list of students who were enrolled during the selected attendance cycle, grouped by district of residence. Use the report to verify campus ID of residence (CIR).

The report is sorted by campus ID of residence (CIR). If the **Exclude Blank District Of Residence Detail** parameter is blank or N, all students with a blank CIR are listed at the beginning of the report. Summary totals by CIR are listed at the end of the report.

- Registration > Maintenance > Student Enrollment > Demo1

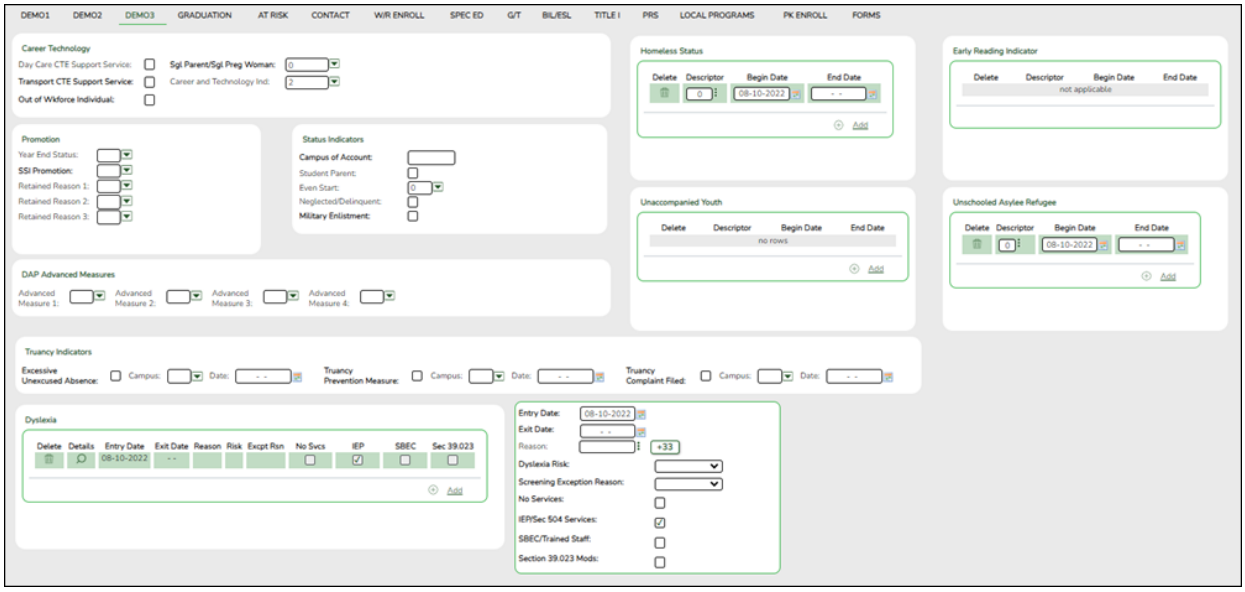


Reported Elements from Demo1:

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

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

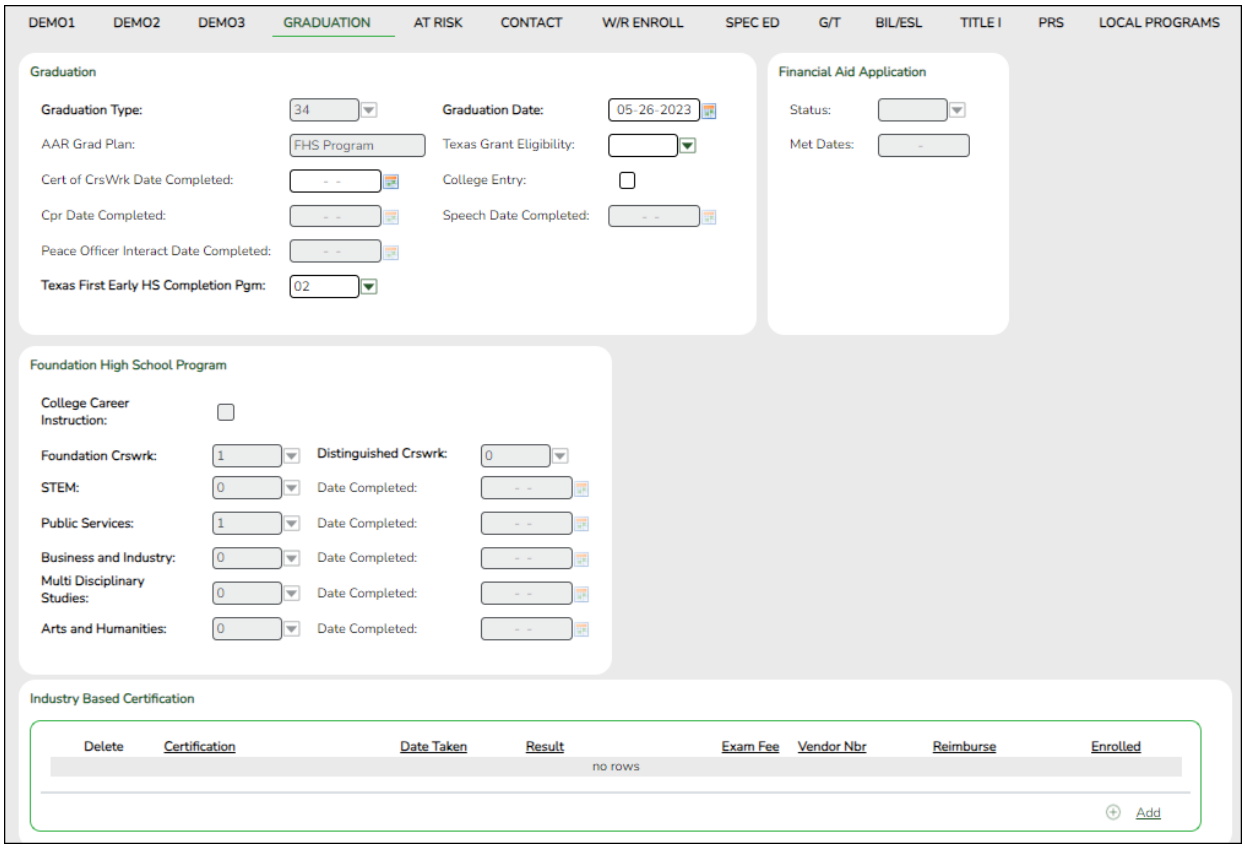
- Registration > Maintenance > Student Enrollment > Demo3



Reported Elements from Demo3:

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

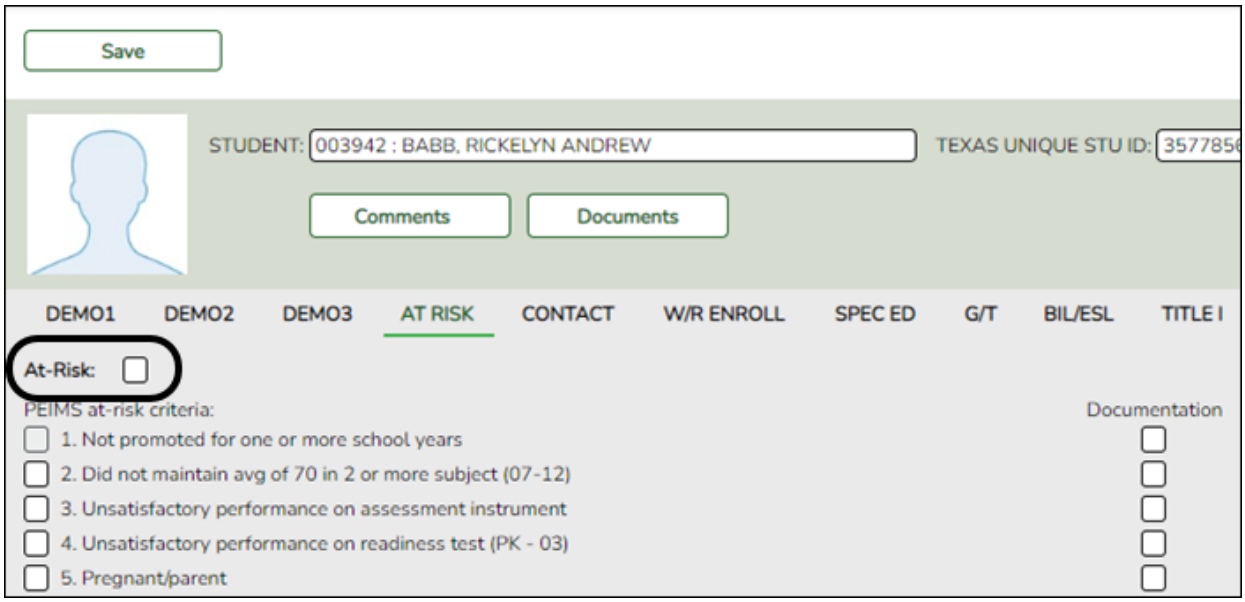
- Registration > Maintenance > Student Enrollment > Graduation



Reported Elements from Graduation:

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

- Registration > Maintenance > Student Enrollment > At Risk



Reported Elements from At Risk:

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

You can use the Set Student At Risk Indicators utility to set at-risk indicators for Submission 1:

1. Go to ***Registration > Utilities > Set Student At Risk Indicators***.
2. Select the campus, and set the **As-of Date** field to the last Friday of October.
3. Click **Execute**.
    - When the utility is run, the following PEIMS at-risk criteria fields on ***Registration > Maintenance > Student Enrollment > At Risk*** are set or changed:
        - **2. Did not maintain avg of 70 in 2 or more subjects (07-12)**
        - **3. Not promoted for one or more school years**
        - **4. Unsatisfactory performance on assessment instrument**
        - **5. Pregnant/parent**
        - **6. Placed in a DAEP (TEC37.006)**
        - **7. Expelled (TEC37.007)**
        - **11. Is in the custody or care of the DFPS or has been referred to DFPS**
        - **12. Homeless**
    - The following PEIMS at-risk criteria fields must be manually maintained:
        - **1. Unsatisfactory performance on readiness test (PK - 03)**
        - **8. On parole,probation,deferred prosecution or other conditional release**

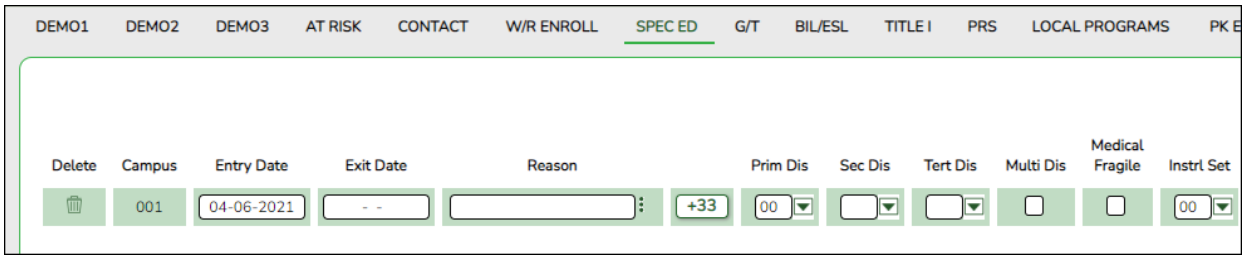
- **9. Previous PEIMS dropout**
- **13. Residential Placement**
- **14. Incarcerated or parent/guardian has been incarcerated during the student's lifetime, per Penal Code Section 1.07**
- **15. Enrolled in a designated dropout recovery school under TEC §39.0548.**

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

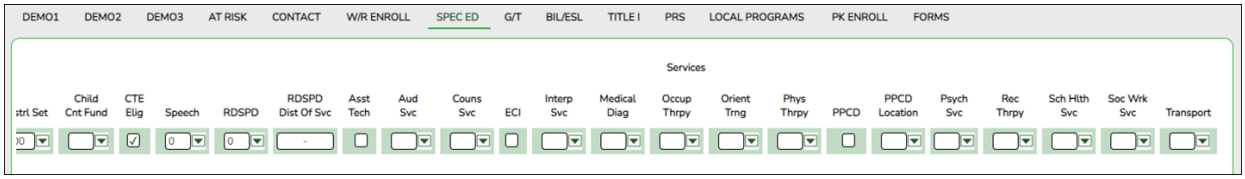
- The following PEIMS at-risk criteria fields are automatically set by the program:
  - **3. Not promoted for one or more school years** - This indicator is selected if the student did not advance from one grade level to the next for one or more school years. (Note that grade levels EE and KG are excluded; KG must manually be entered.) If selected, the **Last Grade Failed** and **Last Year Failed** fields on the At Risk tab also display data.
  - **10. EB** - This field is selected if the student has an EB row on the Bil/ESL tab.

See online Help for additional information.

- Registration > Maintenance > Student Enrollment > SpecEd



Scroll to the right:



Reported Elements from SpecEd:

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

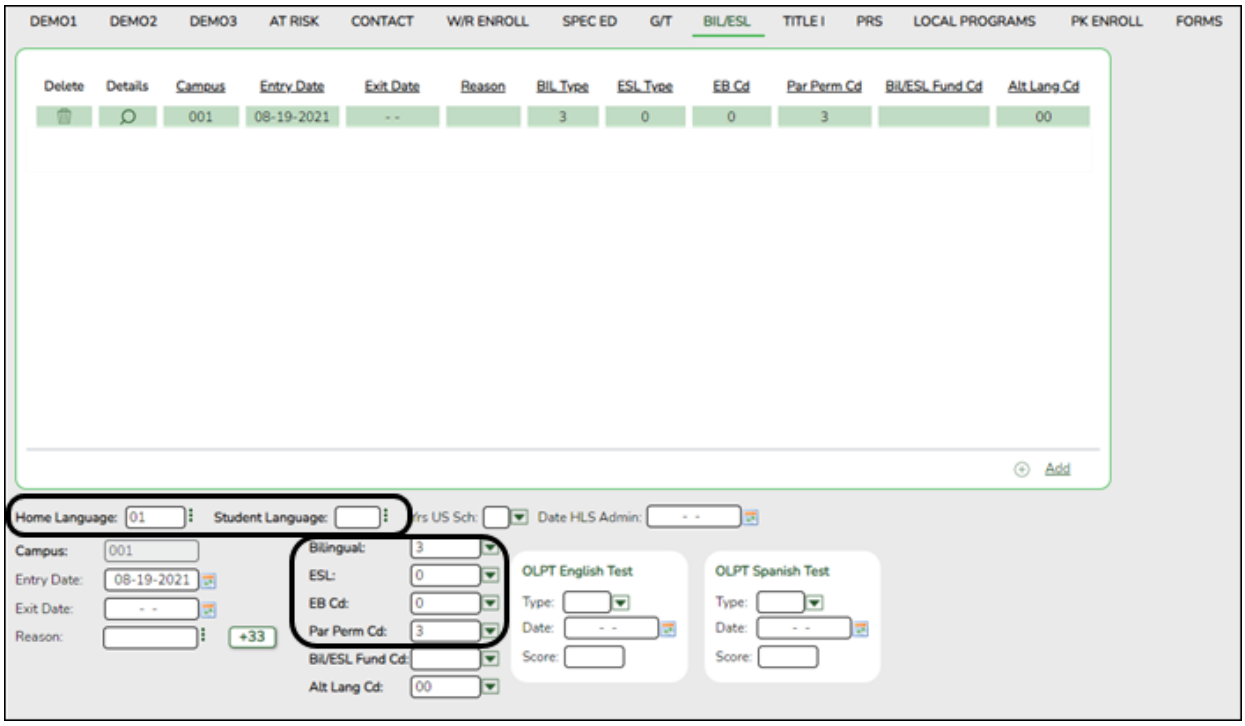
Element	Code Table	Data Element	ASCENDER Name
E0041	C053	PRIMARY-DISABILITY-CODE	Prim Dis
E0173	C035	INSTRUCTIONAL-SETTING-CODE	Instrl Set
E0857	C095	SPEECH-THERAPY-INDICATOR-CODE	Speech
E0833	C067	REG-DAY-SCH-PROG-DEAF-CODE	RDSPD
E1527	—-	DISTRICT-OF-RDSPD-SERVICE	RDSPD Dist Of Svc
E0834	C053	SECONDARY-DISABILITY-CODE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

- Registration > Maintenance > Student Enrollment > G/T

Reported Elements from G/T:

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

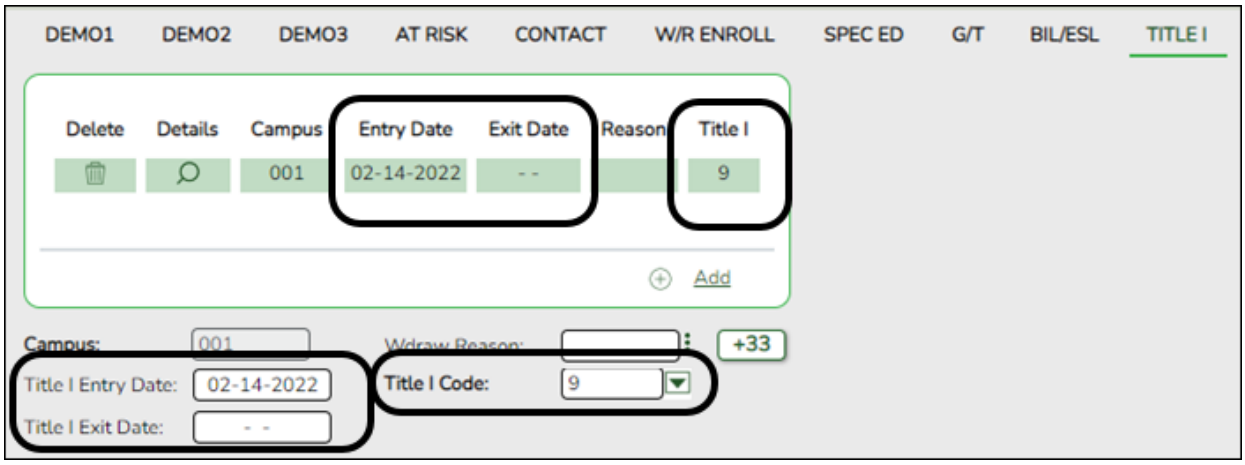
- Registration > Maintenance > Student Enrollment > Bil/ESL



Reported Elements from Bil/ESL:

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

- Registration > Maintenance > Student Enrollment > Title I



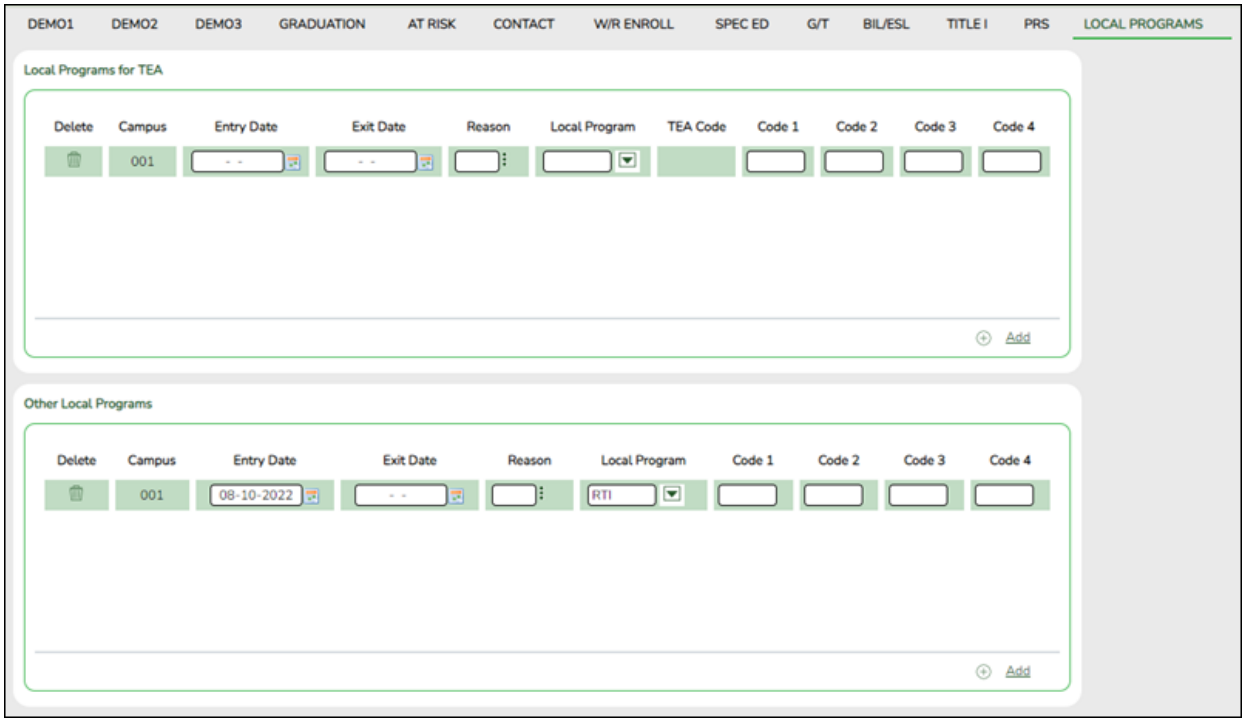
Reported Elements from Title I:

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

- If **Schoolwide Title I** is selected on ***Attendance > Maintenance > Campus > Campus Options*** (indicating campus-wide Title I), a Title I record is automatically created with code 6 for all students at the campus.

- All students attending a Title I, Part A Schoolwide Program School must be reported with code 6.

- Registration > Maintenance > Student Enrollment > Local Programs



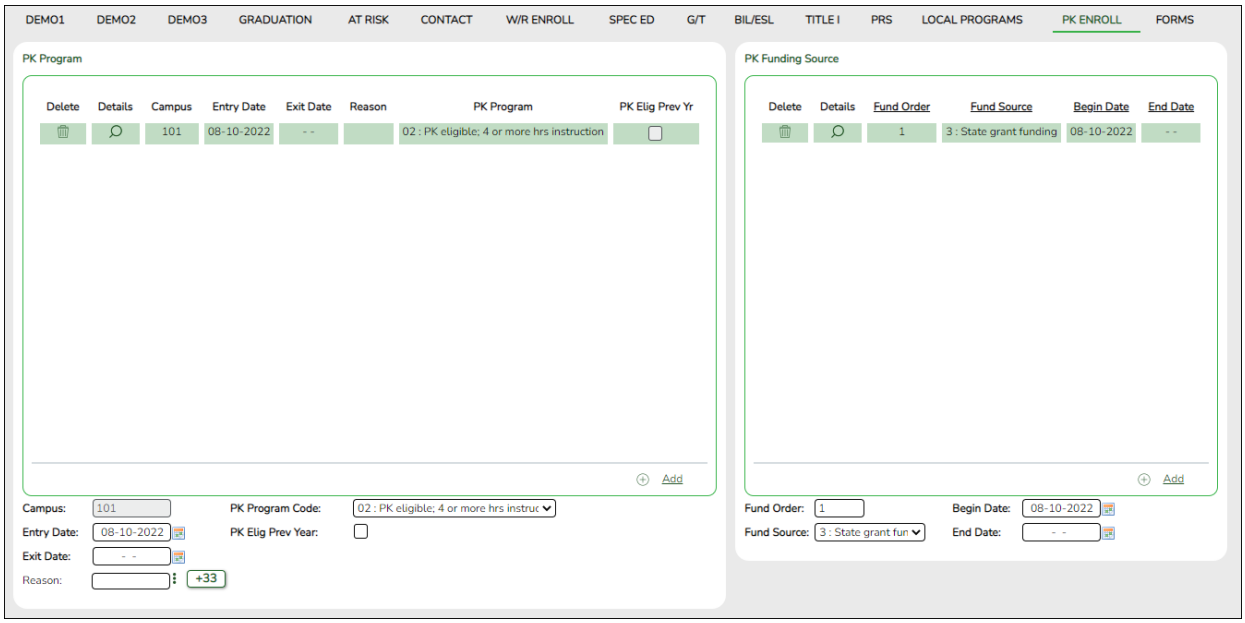
If the student is enrolled in the program, the **Other Spc Pgms** field will be set to the district-defined code for the program.

For a student to be enrolled in a local program, the program must be set up at the district level on ***Registration > Maintenance > District Profile > Local Program Codes***. Then, the program must be selected at the campus level on ***Registration > Maintenance > Campus Profile > Campus Local Program Codes*** to make it available at the campus.

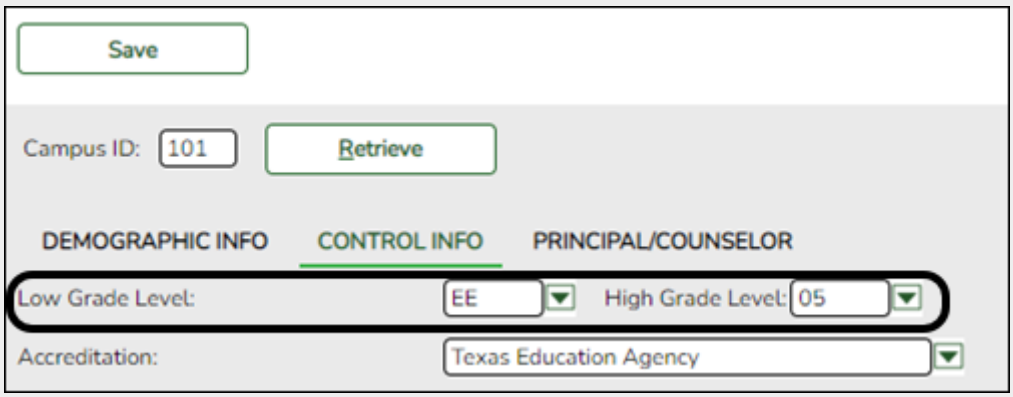
Reported Elements from Local Programs:

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

- Registration > Maintenance > Student Enrollment > PK Enroll



The PK Enroll tab is only enabled to campuses that serve grade level PK as indicated in the grade level range specified on ***Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info***.



If a student transfers to a different campus within the district, you must manually create the PK enrollment record at the new campus. You can only create PK enrollment records for PK students.

Refer to the charts in the TWEDS for additional information about student codes.

Reported Elements from PK Enroll:

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

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

---

Graduates, Leavers, & No Shows:

A **graduate** is a student who met graduation requirements by August 31.

A **leaver** is a student who was enrolled at least one day at a Texas public school in grade level 7-12 during the prior year and did not enroll in a Texas public school the following Fall by the end of the school start window due to a specific reason defined by the leaver reason code table (C162).

A **No Show** is a student who did not withdraw last year but is not attending this year.

Ensure that all data is accurate for graduates, leavers, and No Shows.

- If the student has a prior year leaver tracking record only, update the existing record; do not add a new record. This record is extracted.
- If the student has a current year No Show record only, update the No Show record once the correct code is determined. You do not need to create a record on the Prior Year Leaver Tracking page. The No Show record is extracted unless the student has a re-entry date within the school start window.
- If a student has a prior year leaver tracking record and a current year No Show record, only the leaver record is extracted. Update only the leaver record; do not add a new leaver record. Do not update the current year No Show record.

NOTE:

Leaver data is reported for all students who were in grade level 7-12 in the prior year and were withdrawn or No Show in the current year, except for those who earned a GED, enrolled in another district in the school-start window, or were otherwise accounted for.

Graduation data is reported for all students who graduated during the prior school year, including summer graduates up through August 31.

- No Show students

Registration > Maintenance > Student Enrollment > W/R Enroll

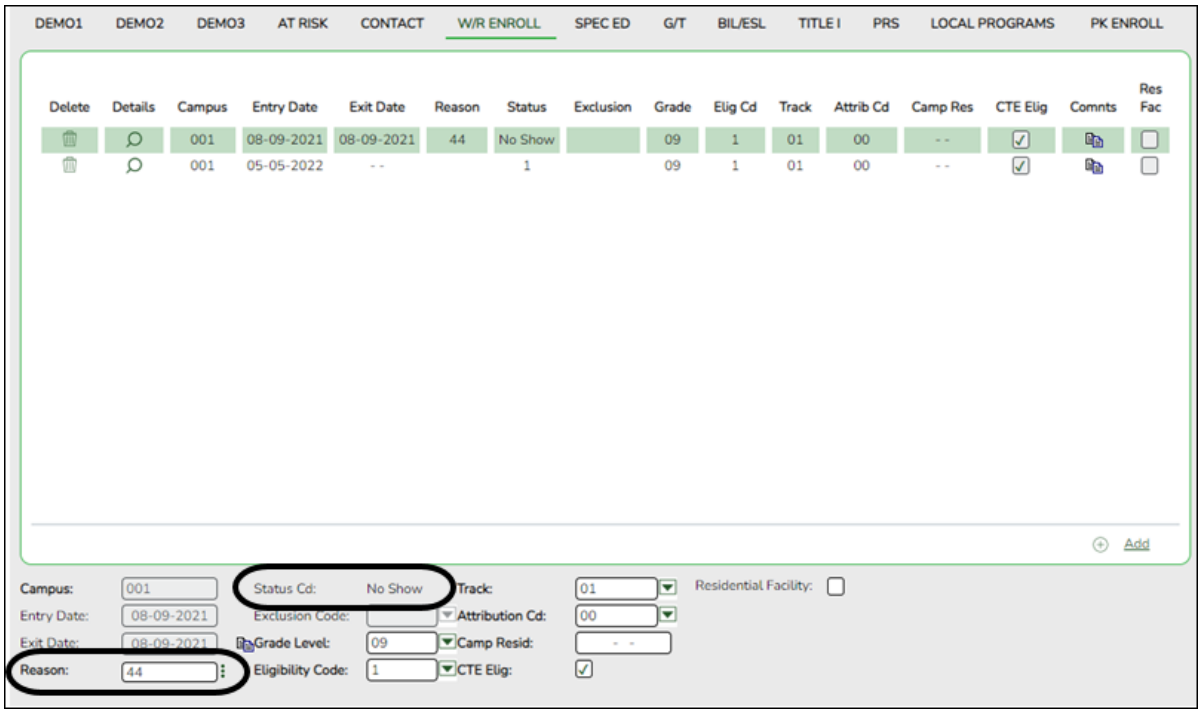
Every student who is withdrawn with **Reason** code 44 (i.e., *No Show*) will automatically be set to code 98 (i.e., *Dropout*) when the fall data is extracted. If this is not correct for the student, you must change the student's status code from 44 to the appropriate code once the correct code is determined.

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

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

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

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



Registration > Reports > Registration Reports > Withdrawal > SRG2200 -

Student No Show Report

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

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

Program
Page:

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

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

- Leaver tracking

Registration > Utilities > Create Leaver Tracking Records

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

Create Leaver Tracking Records

This process will create student leaver tracking records for the current school year. Any existing leaver tracking records for the current school year will be deleted.

School Start Window (SSW) Date: 09292023 MMDDYYYY

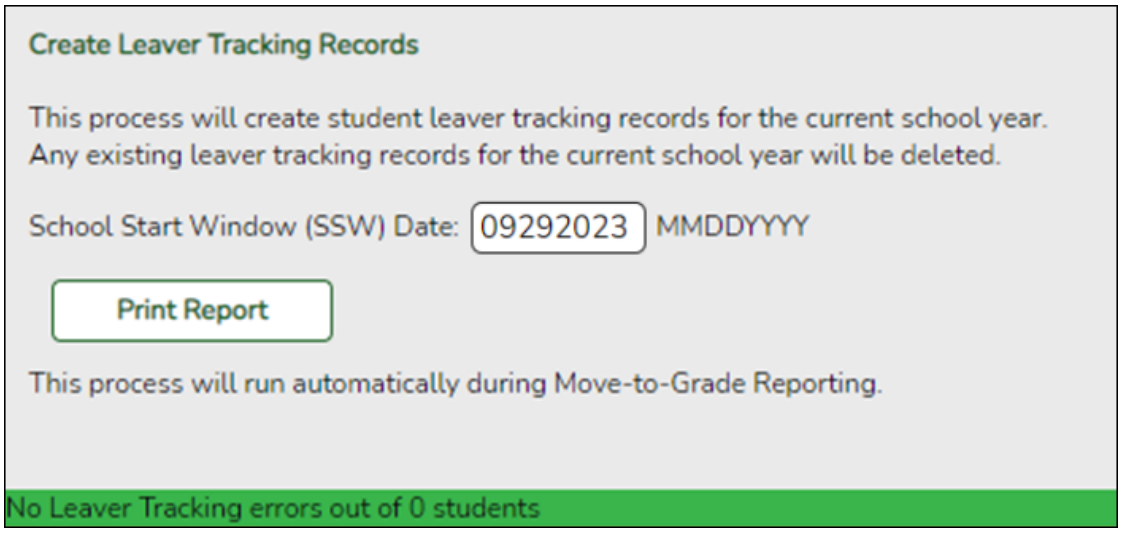
Create Records

This process will run automatically during Move-to-Grade Reporting.

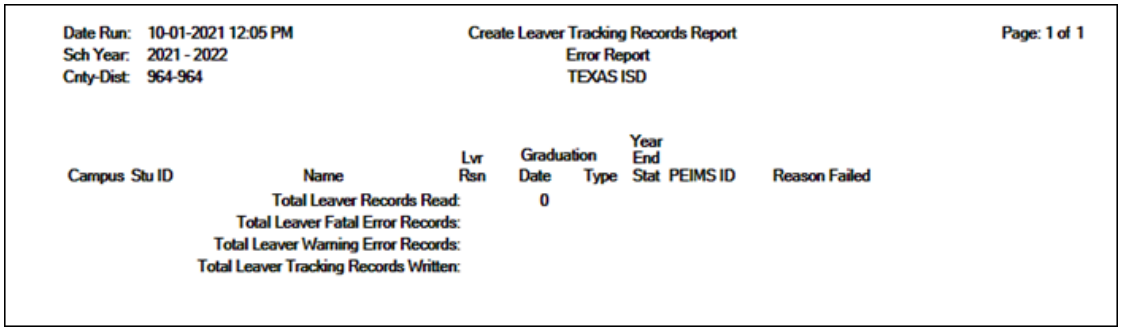
For the for the 2023-2024 school year, type 09292023 for the **School Start Window (SSW) Date**.

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

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



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



Date Run: 10-01-2021 12:05 PM
Sch Year: 2021 - 2022
Cnty-Dist: 964-964

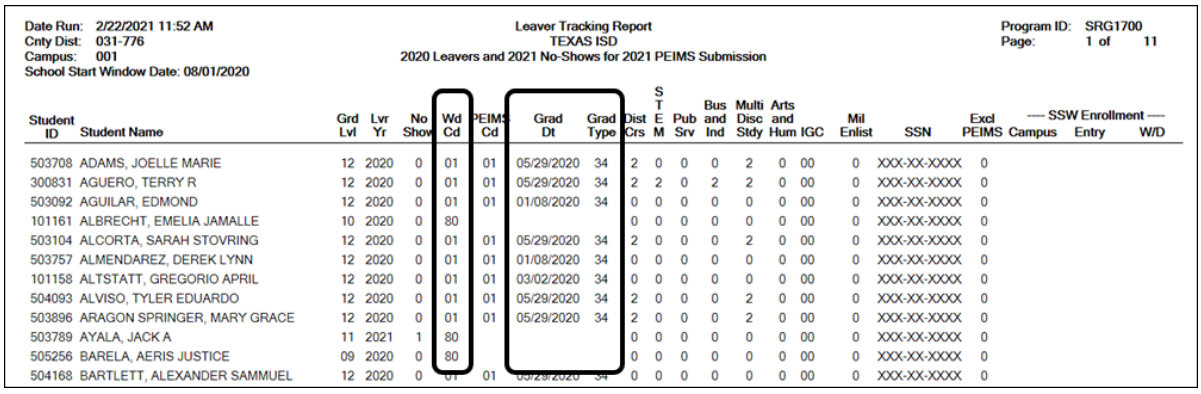
Create Leaver Tracking Records Report
Error Report
TEXAS ISD

Page: 1 of 1

Campus	Stu ID	Name	Lvr Rsn	Graduation Date	Graduation Type	Year End Stat	PEIMS ID	Reason Failed
		Total Leaver Records Read:		0				
		Total Leaver Fatal Error Records:						
		Total Leaver Warning Error Records:						
		Total Leaver Tracking Records Written:						

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

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



Date Run: 2/22/2021 11:52 AM
Cnty Dist: 031-776
Campus: 001
School Start Window Date: 08/01/2020

Leaver Tracking Report
TEXAS ISD
2020 Leavers and 2021 No-Shows for 2021 PEIMS Submission

Program ID: SRG1700
Page: 1 of 11

Student ID	Student Name	Grd Lvl	Lvr Yr	No Show	Wd Cd	PEIMS Cd	Grad Dt	Grad Type	Dist Crs	STEM	Pub Srv	Bus and Ind	Multi Disc Stdy	Arts and Hum	IGC	Mil Enlist	SSN	Excl PEIMS	SSW Enrollment Campus	SSW Enrollment Entry	SSW Enrollment W/D
503708	ADAMS, JOELLE MARIE	12	2020	0	01	01	05/29/2020	34	2	0	0	0	2	0	00	0	XXX-XX-XXXX	0			
300831	AGUERO, TERRY R	12	2020	0	01	01	05/29/2020	34	2	2	0	2	2	0	00	0	XXX-XX-XXXX	0			
503092	AGUILAR, EDMOND	12	2020	0	01	01	01/08/2020	34	0	0	0	0	0	0	00	0	XXX-XX-XXXX	0			
101161	ALBRECHT, EMELIA JAMALLE	10	2020	0	80				0	0	0	0	0	0	00	0	XXX-XX-XXXX	0			
503104	ALCORTA, SARAH STOVRING	12	2020	0	01	01	05/29/2020	34	2	0	0	0	2	0	00	0	XXX-XX-XXXX	0			
503757	ALMENDAREZ, DEREK LYNN	12	2020	0	01	01	01/08/2020	34	0	0	0	0	0	0	00	0	XXX-XX-XXXX	0			
101158	ALTSTATT, GREGORIO APRIL	12	2020	0	01	01	03/02/2020	34	0	0	0	0	0	0	00	0	XXX-XX-XXXX	0			
504093	ALVISO, TYLER EDUARDO	12	2020	0	01	01	05/29/2020	34	2	0	0	0	2	0	00	0	XXX-XX-XXXX	0			
503896	ARAGON SPRINGER, MARY GRACE	12	2020	0	01	01	05/29/2020	34	2	0	0	0	2	0	00	0	XXX-XX-XXXX	0			
503789	AYALA, JACK A	11	2021	1	80				0	0	0	0	0	0	00	0	XXX-XX-XXXX	0			
505256	BARELA, AERIS JUSTICE	09	2020	0	80				0	0	0	0	0	0	00	0	XXX-XX-XXXX	0			
504168	BARTLETT, ALEXANDER SAMMUEL	12	2020	0	01	01	05/29/2020	34	0	0	0	0	0	0	00	0	XXX-XX-XXXX	0			

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

Registration > Maintenance > Prior Year Leaver Tracking

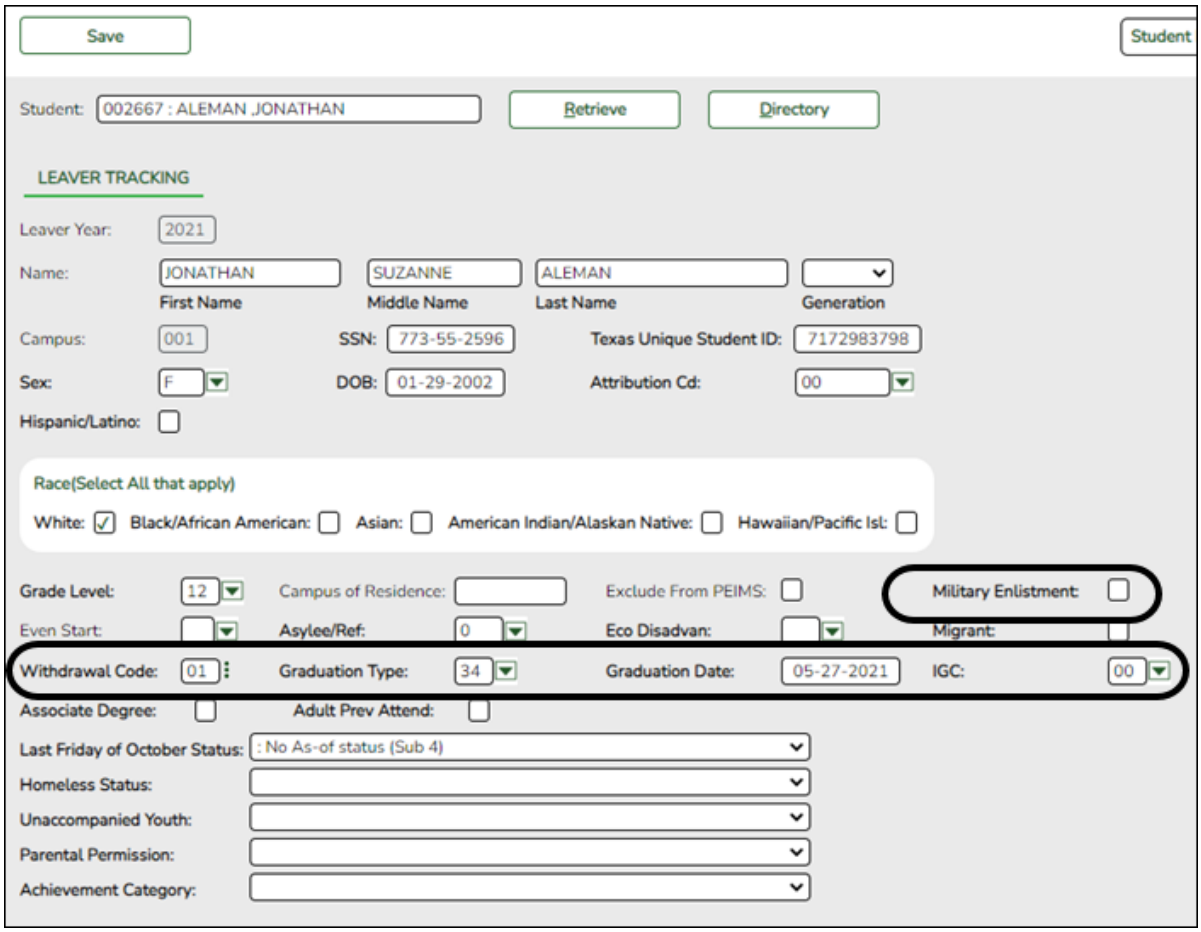
This page allows you to add or update leaver data for prior year leavers. This data is initially created when you run the ***Create Leaver Tracking Records*** utility. Leaver records cannot be deleted.

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

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

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

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



Add a student to leaver tracking:

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

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

Reported Elements from Leaver Tracking:

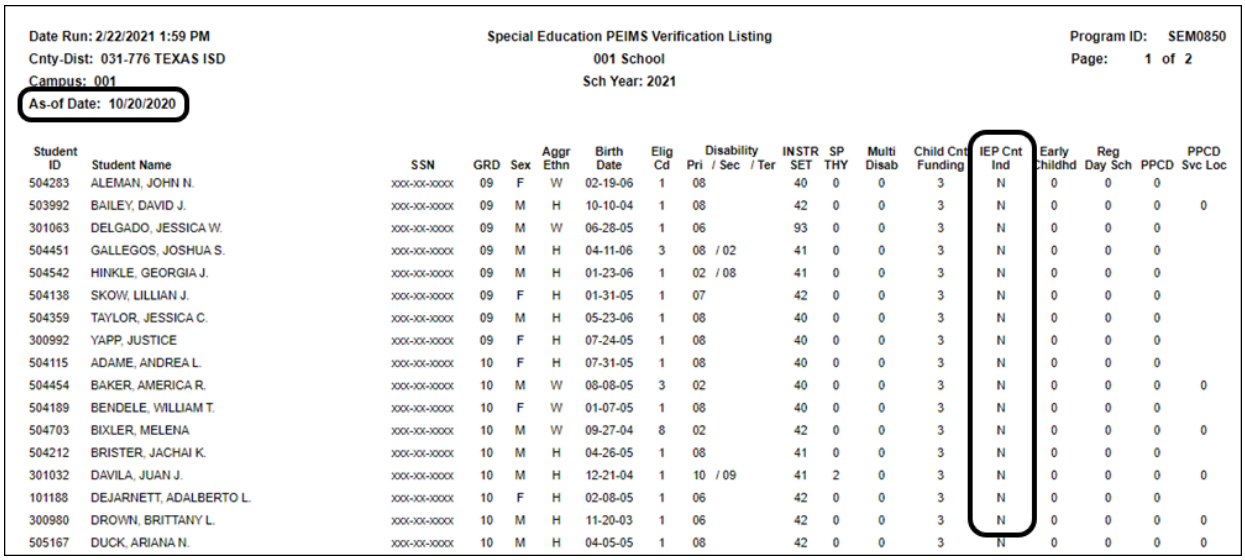
Element	Code Table	Data Element	ASCENDER Name
E1589	C088	MILITARY-ENLISTMENT-INDICATOR-CODE	Military Enlistment
E1001	C162	LEAVER-REASON-CODE	Withdrawal Code
E0806	C062	GRADUATION-TYPE-CODE	Graduation Type
E0791	—-	DATE-OF-GRADUATION	Graduation Date
E1562	C201	INDIVIDUAL-GRADUATION-COMMITTEE-GRADUATE-CODE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

Special Education

- Special Education Reports

  Special education data can be verified by running the following reports:

  Special Education > Reports > Student Sp Ed > Program > SEM0850 - PEIMS Verification List



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

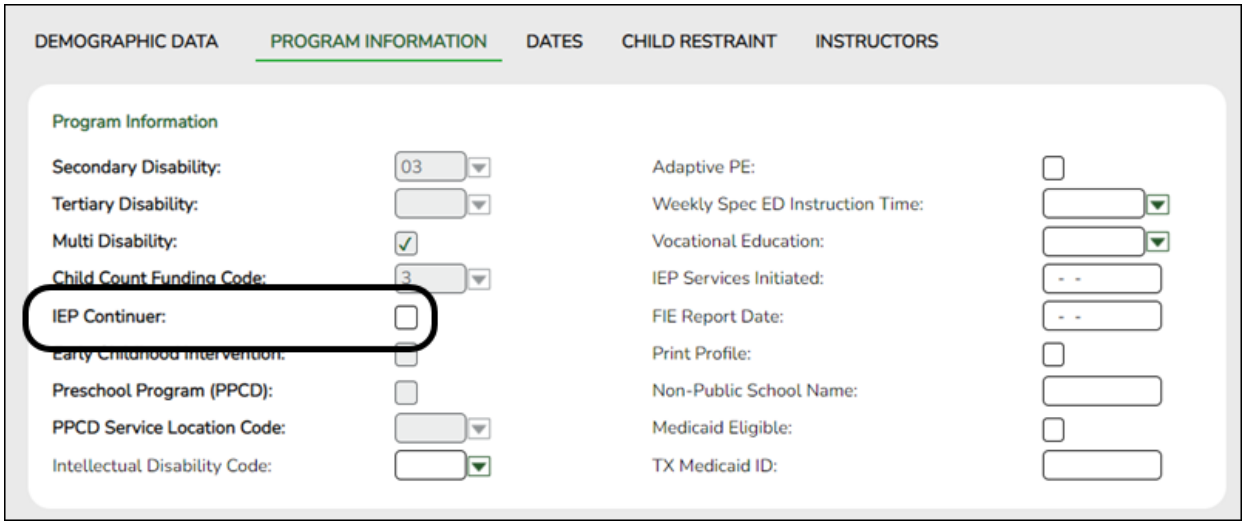
Special Education PEIMS Verification Listing
001 School
Sch Year: 2021

Program ID: SEM0850
Page: 1 of 2

Student ID	Student Name	SSN	GRD	Sex	Aggr Ethn	Birth Date	Elig Cd	Disability Pri / Sec / Ter	INSTR SET	SP THY	Multi Disab	Child Cnt Funding	IEP Cnt Ind	Early Childhd	Reg Day Sch	PPCD	PPCD Svc Loc
504283	ALEMAN, JOHN N.	xxx-xx-xxxx	09	F	W	02-19-06	1	08	40	0	0	3	N	0	0	0	
503992	BAILEY, DAVID J.	xxx-xx-xxxx	09	M	H	10-10-04	1	08	42	0	0	3	N	0	0	0	0
301063	DELGADO, JESSICA W.	xxx-xx-xxxx	09	M	W	06-28-05	1	06	93	0	0	3	N	0	0	0	
504451	GALLEGOS, JOSHUA S.	xxx-xx-xxxx	09	M	H	04-11-06	3	08 / 02	41	0	0	3	N	0	0	0	
504542	HINKLE, GEORGIA J.	xxx-xx-xxxx	09	M	H	01-23-06	1	02 / 08	41	0	0	3	N	0	0	0	
504138	SKOW, LILLIAN J.	xxx-xx-xxxx	09	F	H	01-31-05	1	07	42	0	0	3	N	0	0	0	
504359	TAYLOR, JESSICA C.	xxx-xx-xxxx	09	M	H	05-23-06	1	08	40	0	0	3	N	0	0	0	
300992	YAPP, JUSTICE	xxx-xx-xxxx	09	F	H	07-24-05	1	08	40	0	0	3	N	0	0	0	
504115	ADAME, ANDREA L.	xxx-xx-xxxx	10	F	H	07-31-05	1	08	40	0	0	3	N	0	0	0	
504454	BAKER, AMERICA R.	xxx-xx-xxxx	10	M	W	08-08-05	3	02	40	0	0	3	N	0	0	0	0
504189	BENDELE, WILLIAM T.	xxx-xx-xxxx	10	F	W	01-07-05	1	08	40	0	0	3	N	0	0	0	
504703	BIXLER, MELENA	xxx-xx-xxxx	10	M	W	09-27-04	8	02	42	0	0	3	N	0	0	0	0
504212	BRISTER, JACHAI K.	xxx-xx-xxxx	10	M	H	04-26-05	1	08	41	0	0	3	N	0	0	0	
301032	DAVILA, JUAN J.	xxx-xx-xxxx	10	M	H	12-21-04	1	10 / 09	41	2	0	3	N	0	0	0	0
101188	DEJARNETT, ADALBERTO L.	xxx-xx-xxxx	10	F	H	02-08-05	1	06	42	0	0	3	N	0	0	0	
300980	DROWN, BRITTANY L.	xxx-xx-xxxx	10	M	H	11-20-03	1	06	42	0	0	3	N	0	0	0	0
505167	DUCK, ARIANA N.	xxx-xx-xxxx	10	M	H	04-05-05	1	08	42	0	0	3	N	0	0	0	0

SEM0850 allows you to verify disability, speech therapy indicator, Child Count Funding, Early Childhood indicator, Regional Day School for the Deaf, and PPCD. The **As-of Date** parameter must be set to the fall snapshot date.

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



Reported Elements from Program Information:

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

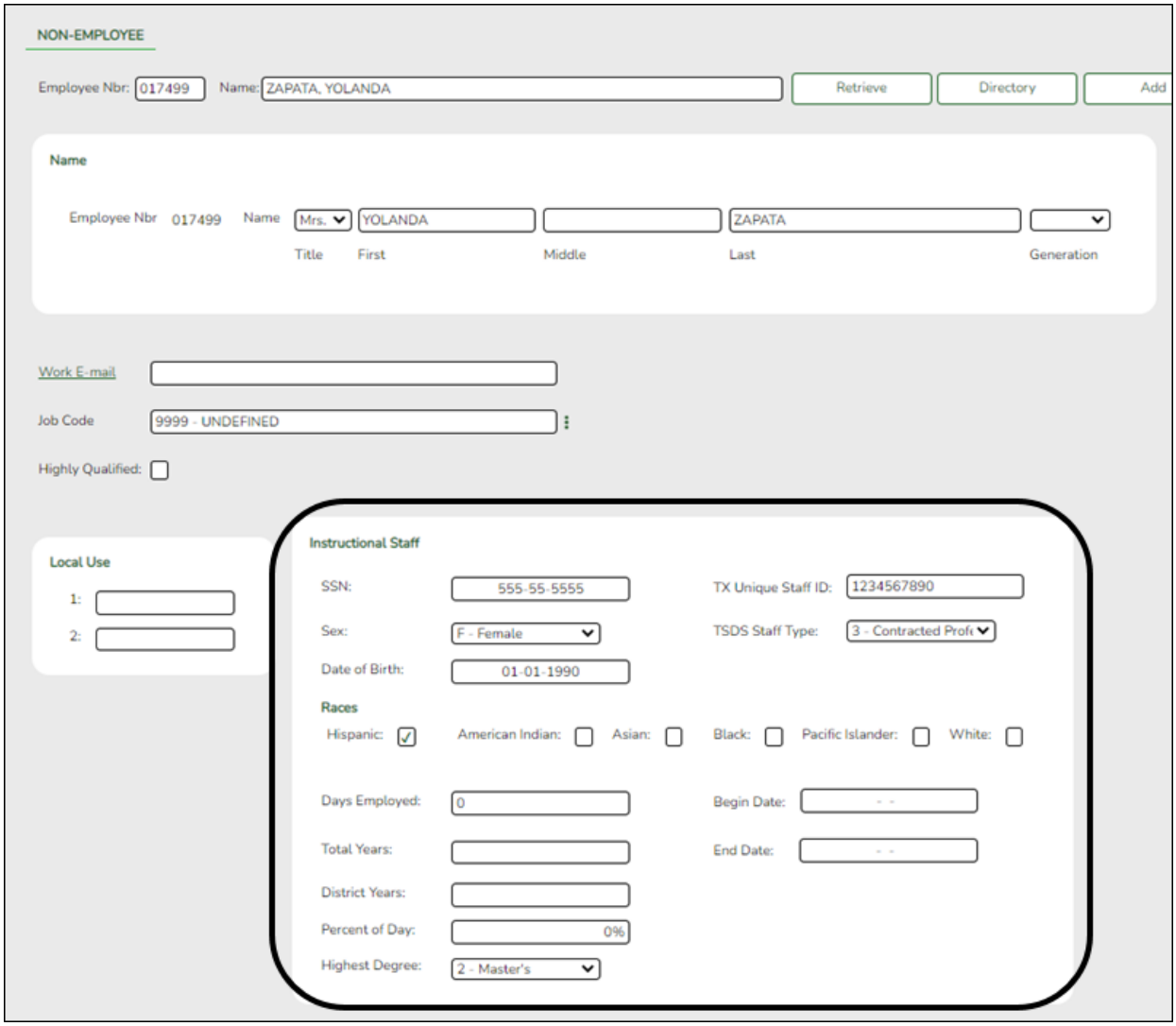
III. Verify ASCENDER Business Data

Verify data for each element in the following ASCENDER Business applications. It is suggested that you run reports first, and then use the maintenance pages in the Business applications to update data where needed.

IMPORTANT: Districts that do not use ASCENDER Business can import data, which is described in the next chapter. Skip this section.

District Admin

- District Admin > Maintenance > Non-Employee



Reported Elements from Non-Employee:

Element	Code Table	Data Element	ASCENDER Name
E1073	C181	STAFF-TYPE-CODE	—-

- **Staff Type 3**: If the staff person has a non-employee record (**Instructional Staff** fields must be completed), then the non-employee field is set to Y indicating that the staff person is a non-employee (i.e., a contracted instructional staff person (instructional and non-instructional)).
- **Staff Type 4**: Indicates a teacher employed at the in-district charter campus by an organization that has been granted a campus charter under TEC, Chapter 12, Subchapter C and is eligible for benefits under TEC, §11.174 and 11.147(b).
  - 1 - School District or Charter School Employee
  - 3 - Contracted Professional Staff
  - 4 - In-District Charter Prtnr Campus Teacher

NOTE: The STAFF-TYPE-CODE will be set to 1 (*school district or charter school*

employee) by default, unless the employee has a record on the Non-Employee tab in District Admin.

Finance

- Finance Reports

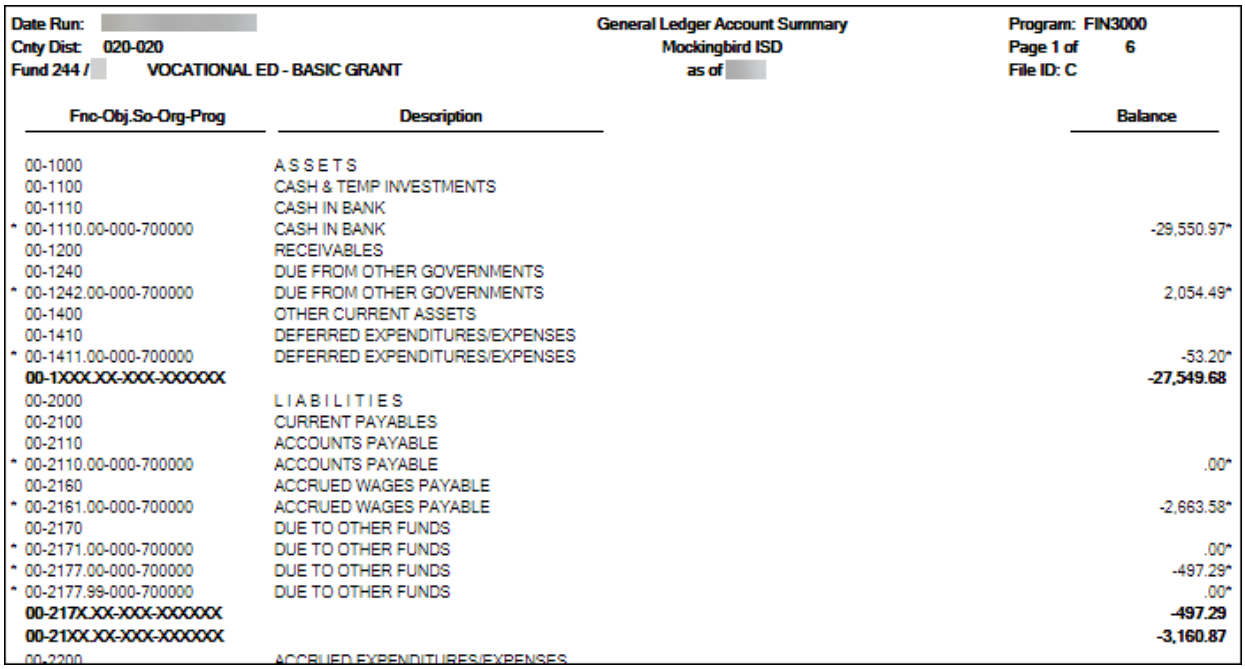
Budget data can be verified by running the following reports:

Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary

Date Run: General Ledger Account Summary Program: FIN3000
Cnty Dist: TEXAS ISD Page 16 of 214
Fund 199 / 4 GENERAL FUND as of September File ID: C

Fnc-Obj.So-Org-Prog	Description	Appropriation	Encumbrance	Expenditures	Balance
* 11-6119.00-001-411000	SALARIES - TEACHER & PROFESS	-4,440,764.00	.00	.00	-4,440,764.00*
* 11-6119.00-001-422000	SALARIES - TEACHER & PROFESS	-704,231.00	.00	.00	-704,231.00*
* 11-6119.00-001-423000	SALARIES - TEACHER & PROFESS	-302,700.00	.00	.00	-302,700.00*
* 11-6119.00-001-424000	PROFESSIONAL SALARY	-119,860.00	.00	.00	-119,860.00*
* 11-6119.00-001-425000	SALARIES	-2,000.00	.00	.00	-2,000.00*
* 11-6119.00-001-431000	SALARIES - TEACHER & PROFESS	.00	.00	.00	.00*
* 11-6119.00-001-438000	SALARIES - TEACHER & PROFESS	-9,000.00	.00	.00	-9,000.00*
* 11-6119.00-101-411000	SALARIES - TEACHER & PROFESS	-3,703,987.00	.00	.00	-3,703,987.00*
* 11-6119.00-101-411001	FNL	.00	.00	.00	.00*

Reports > Finance Reports > Summary/Miscellaneous Reports > FIN3000 - Summary General Ledger



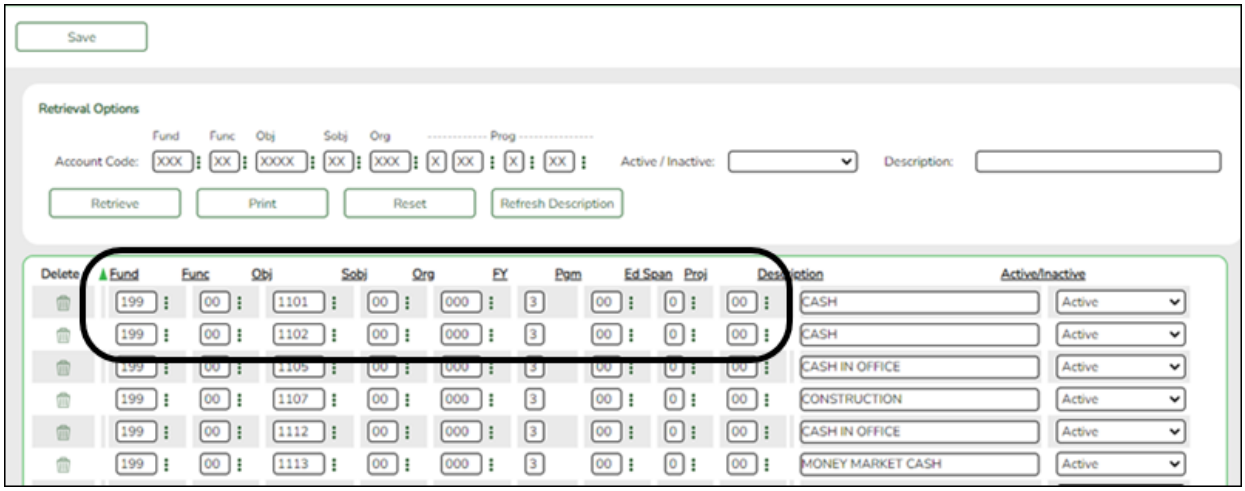
Date Run:
Cnty Dist: 020-020
Fund 244 / VOCATIONAL ED - BASIC GRANT

General Ledger Account Summary
Mockingbird ISD
as of

Program: FIN3000
Page 1 of 6
File ID: C

Fnc-Obj.So-Org-Prog	Description	Balance
00-1000	A S S E T S	
00-1100	CASH & TEMP INVESTMENTS	
00-1110	CASH IN BANK	
* 00-1110.00-000-700000	CASH IN BANK	-29,550.97*
00-1200	RECEIVABLES	
00-1240	DUE FROM OTHER GOVERNMENTS	
* 00-1242.00-000-700000	DUE FROM OTHER GOVERNMENTS	2,054.49*
00-1400	OTHER CURRENT ASSETS	
00-1410	DEFERRED EXPENDITURES/EXPENSES	
* 00-1411.00-000-700000	DEFERRED EXPENDITURES/EXPENSES	-53.20*
00-1XXX.XX-XXX-XXXXXX		**-27,549.68**
00-2000	L I A B I L I T I E S	
00-2100	CURRENT PAYABLES	
00-2110	ACCOUNTS PAYABLE	
* 00-2110.00-000-700000	ACCOUNTS PAYABLE	.00*
00-2160	ACCRUED WAGES PAYABLE	
* 00-2161.00-000-700000	ACCRUED WAGES PAYABLE	-2,663.58*
00-2170	DUE TO OTHER FUNDS	
* 00-2171.00-000-700000	DUE TO OTHER FUNDS	.00*
* 00-2177.00-000-700000	DUE TO OTHER FUNDS	-497.29*
* 00-2177.99-000-700000	DUE TO OTHER FUNDS	.00*
00-217X.XX-XXX-XXXXXX		**-497.29**
00-21XX.XX-XXX-XXXXXX		**-3,160.87**
00-2200	ACCRUED EXPENDITURES/EXPENSES	

- Finance > Maintenance > Create Chart of Accounts

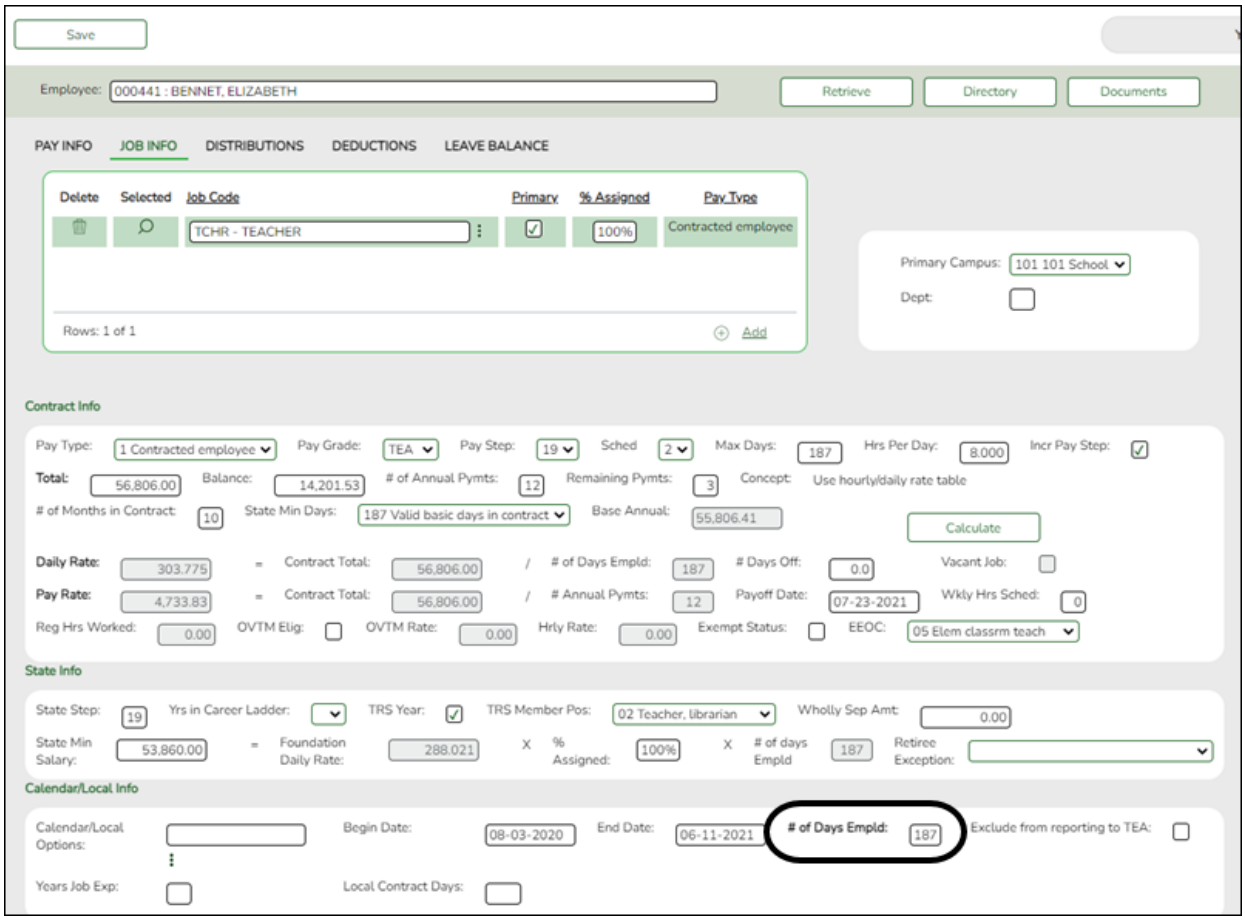


Reported Elements from Create Chart of Accounts:

Element	Code Table	Data Element	ASCENDER Name
E0321	—-	BUDGET-AMOUNT	—-
E0316	C145	FUND-CODE	—-
E0317	C146	FUNCTION-CODE	—-
E0318	C159	OBJECT-CODE	—-
E0319	—-	ORGANIZATION-CODE	—-
E0320	C147	PROGRAM-INTENT-CODE	—-

Payroll

- Payroll > Maintenance > Staff Job/Pay Data > Job Info

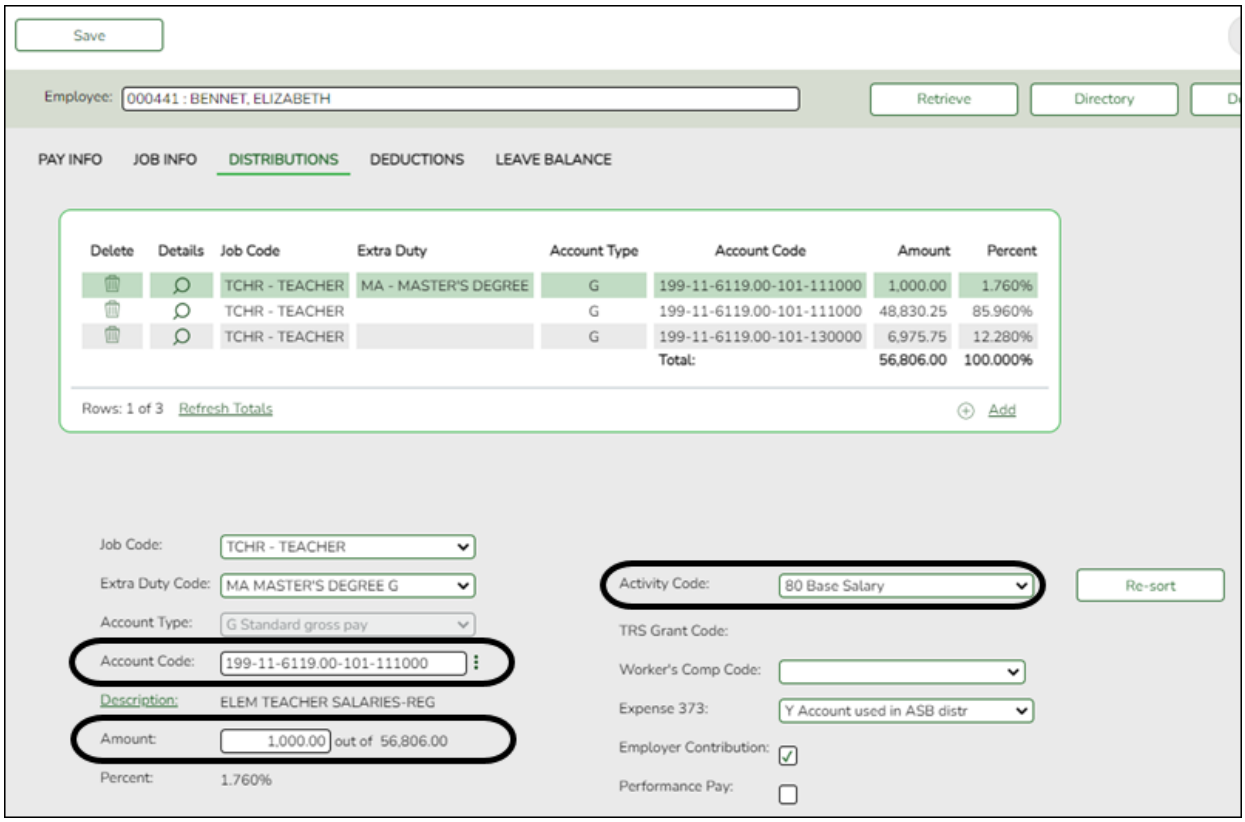


Reported Elements from Job Info:

Element	Code Table	Data Element	ASCENDER Name
E0160	—-	NUMBER-DAYS-EMPLOYED	Calendar/Local Info - # of Days Empld

- If a workday calendar is set up on ***Personnel > Tables > Workday Calendars***, the **# of Days Empld** field is set according to the selected calendar using the **Begin Date** and **End Date** fields.
- If a calendar is not set up, the **# of Days Empld** field should be manually entered.

- Payroll > Maintenance > Staff Job/Pay Data > Distributions



Reported Elements from Distributions:

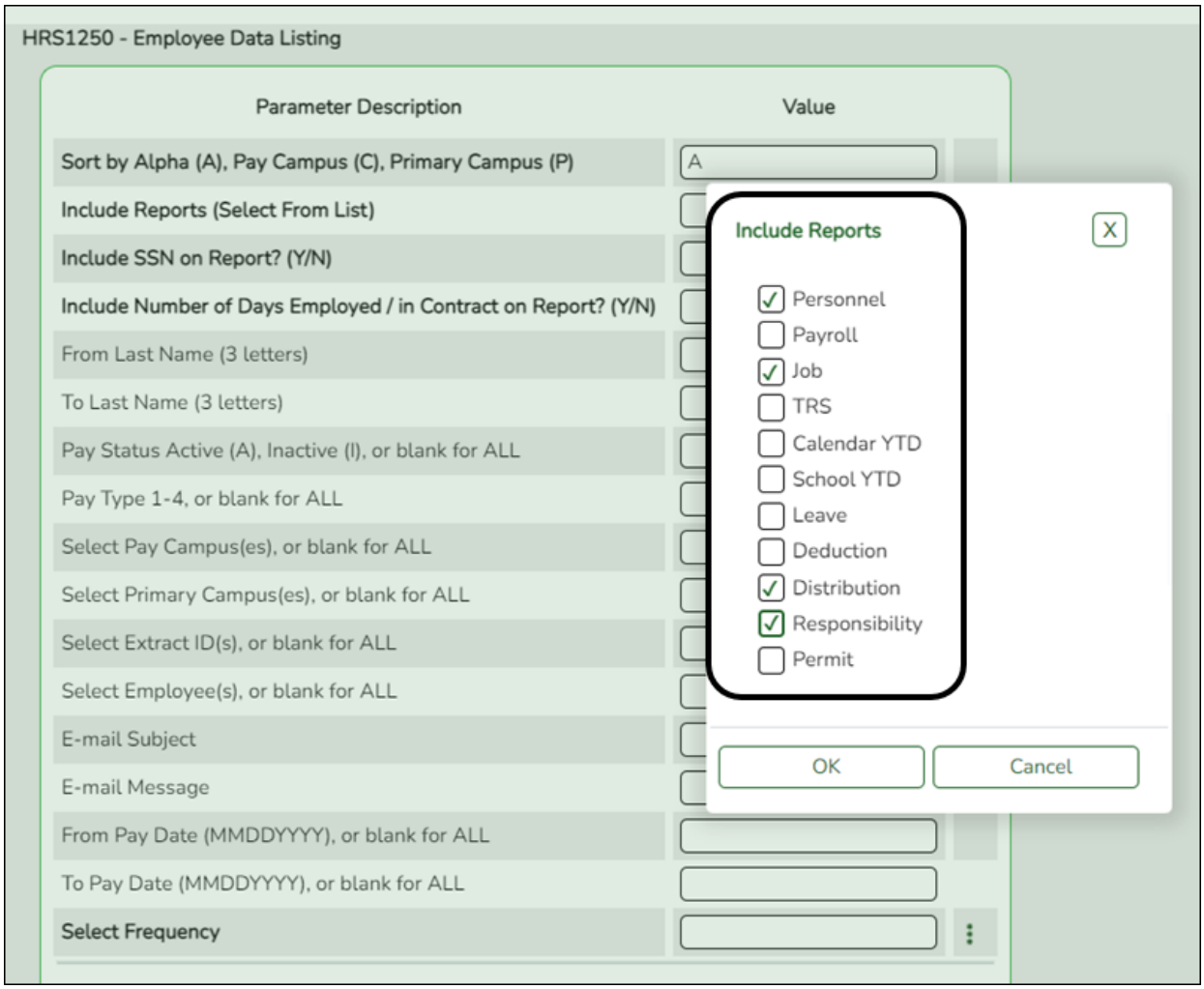
Element	Code Table	Data Element	ASCENDER Name
E0425	—-	PAYROLL-AMOUNT	Amount
E0424	C018	PAYROLL-ACTIVITY-CODE	Activity Code
E0316	C145	FUND-CODE	—-
E0317	C146	FUNCTION-CODE	—-
E0318	C159	OBJECT-CODE	—-
E0319	—-	ORGANIZATION-CODE	—-
E0320	C147	PROGRAM-INTENT-CODE	—-

Personnel

- Personnel Reports

HR data can be verified by running the following reports:

Personnel > Reports > Personnel Reports > HRS1250 - Employee Data Listing


HRS1250 - Employee Data Listing
Parameter Description
Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)
A
Include Reports (Select From List)
Include SSN on Report? (Y/N)
Include Number of Days Employed / in Contract on Report? (Y/N)
From Last Name (3 letters)
To Last Name (3 letters)
Pay Status Active (A), Inactive (I), or blank for ALL
Pay Type 1-4, or blank for ALL
Select Pay Campus(es), or blank for ALL
Select Primary Campus(es), or blank for ALL
Select Extract ID(s), or blank for ALL
Select Employee(s), or blank for ALL
E-mail Subject
E-mail Message
From Pay Date (MMDDYYYY), or blank for ALL
To Pay Date (MMDDYYYY), or blank for ALL
Select Frequency
Include Reports
X
Personnel
Payroll
Job
TRS
Calendar YTD
School YTD
Leave
Deduction
Distribution
Responsibility
Permit
OK
Cancel

Date Run: 02-22-2021 2:49 PM
Cnty Dist: 031-776

Employee Data Listing
TEXAS ISD

Program: HRS1250
Page: 1 of 2
Frequency: 6

Emp Nbr: 000001 Emp Name: ADAMS, 1 M

Payroll Name & Primary Address

Last: ADAMS
First: 1
Middle: M
Title: Gen:
Street: 10000 OLIVE STREET
City/St: Alamo City, TX
Zip Cd: 46182
Country:
Phone: (555) 538-5268 Cell: ( )
Wk E-mail:

Former Name & Alternate Address

Last:
First:
Middle:
Title: Gen:
Street:
City/St:
Zip Cd:
Bus Ph: ( ) Bus Ext:
Hm E-mail:

Supplemental Address:
Country:
Delivery Name:
Emergency Contact: Relation:
Phone: () Ext:
Emergency Notes:

Primary Campus: 701 - 701 School
Payroll Campus: 701 - 701 School
Info Restrict: N
Restrict Public: N
Local Area 1:
Local Area 2:
Drivers Lic#: TX
DL Expir Date:
TRS Beg. Dt: 09-01-2004

Gender: F - Female
Marital Stat: M - Married
Birth Date: 05-14-1935
Last Chg: 01-27-2004
Deceased: N

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

Personnel Information

Employee Status: 6 - Substitute
Highest Degree: 0 - No Bachelor's
Percent Day Employed: 100%
Eligible for Rehire: ☑
Extract ID:
W-2 Elec Consent:
1095 Elec Consent:

Original Emp.Date: 08-16-1984
Latest Reemploy Date: 08-16-1984
Retirement Date:
Take Retiree Surcharge: ☐
NY Take Retiree Surcharge: ☐
Year Round: ☐
ERS Retiree Health Elig: ☐

Primary Job Code: 0900 - TEACHER SUBSTITUTE
Primary EEOC:
Percent Assign: 100%
Paraprofessional Certification: ☐
Sub Type:
Employment Type:
Retiree Employment Type:
NY ERS Retiree Health Elig: ☐

Experience

Professional		Non-Professional	
Total:	00	Total:	00
In District:	00	In District:	00

Grade(s) Taught: T.A.
Yrs Prior Teaching: 0

Contract Information
Class:
Term:
Year:
Begin:
End:

Extended Leave
Begin:
End:

Termination
Date:
Reason: 06
Full Semester: ☐

Date Run: 02-22-2021 2:49 PM
Cnty Dist: 031-776

Employee Data Listing
TEXAS ISD

Program: HRS1250
Page: 2 of 2
Frequency: 6

Emp Nbr: 000002 Emp Name: AGUERO, 2 I.

Job Information

Job Code: 9999 - UNDEFINED
Primary Job: ☑
Incr Pay Step: ☑
Primary Campus: 701 - 701 School
Job Dept:
Percent Assigned: 100%
Pay Grade:
Pay Step:

Calendar Info
Calendar:
Begin Date:
End Date:
Payoff Date:
Nbr of Days Empld: 0

Contract Info
Contract Amt: .00

State Info
TRS Year: ☐
State Step:
TRS Mbr Pos:
Yrs in Career Ladder: 0

Accrual Info
Accrue Code:

Account Distribution Information

0020 - ELEMENTARY TEACHER

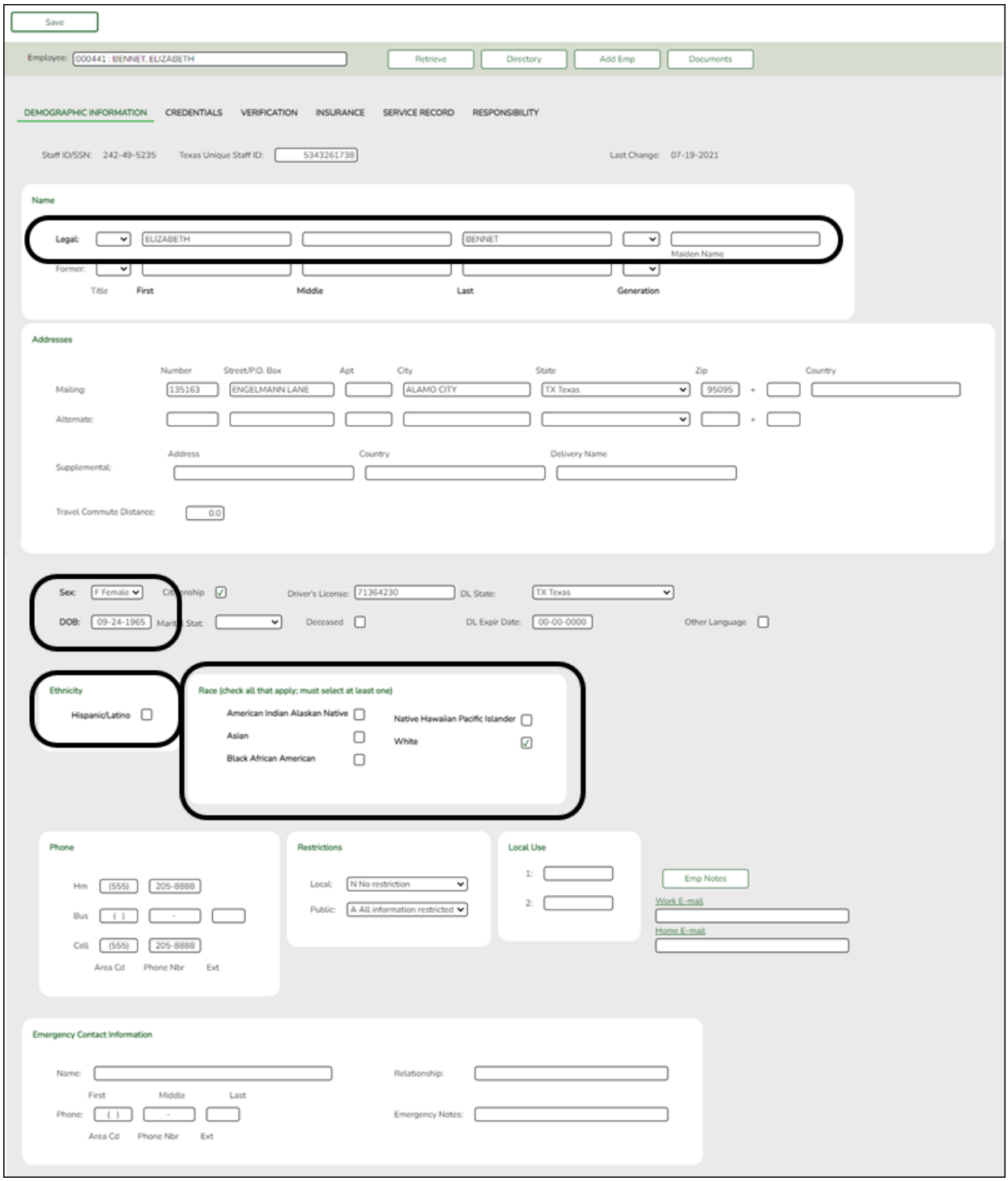
Account Code	Description	Amount	Percent	Account Type	Extra Duty	Activity Code	TRS Grant	WC Code	Exp 373	Empl Contr
161-11-6119.00-106-911000	SALARIES-PROFESSIONAL	63,565.00	1.000	G - Standard		80 - Base Salary		A	Y	Y

Staff Responsibilities

Campus	Role ID	Service ID	Service ID Descr	Pop Srvd	Grd Lvl	Nbr Stu	Class ID	Class Type	Monthly Minutes	ESC / SSA	Job Code
PE Info: Days Wk 1	Min Wk 1	Days Wk 2	Min Wk 2	Days Wk 3	Min Wk 3	Days Wk 4	Min Wk 4	Begin Date	End Date		School Year
001 - ASCENDER High School	087	PES00003	SUBATH4 - PEEQ	01		000	00100000000000	01	00180		
								08-08-2022			2022
001 - ASCENDER High School	087	PES00003	SUBATH4 - PEEQ	01		000	00100000000000	01	00180		0080
								08-08-2022	05-31-2023		2023

HRS1250 allows you to verify demographic, responsibilities, salary, and account data for employees, one person per page. For the **Include Reports** parameter, select *Personnel*, *Job*, *Responsibility*, and *Distributions*.

- Personnel > Maintenance > Staff Demo > Demographic Information



For Submission 1, report the following:

- Staff who are employees or volunteers providing professional service as of the fall snapshot date
- Contracted classroom teachers assigned to a classroom on the fall snapshot date

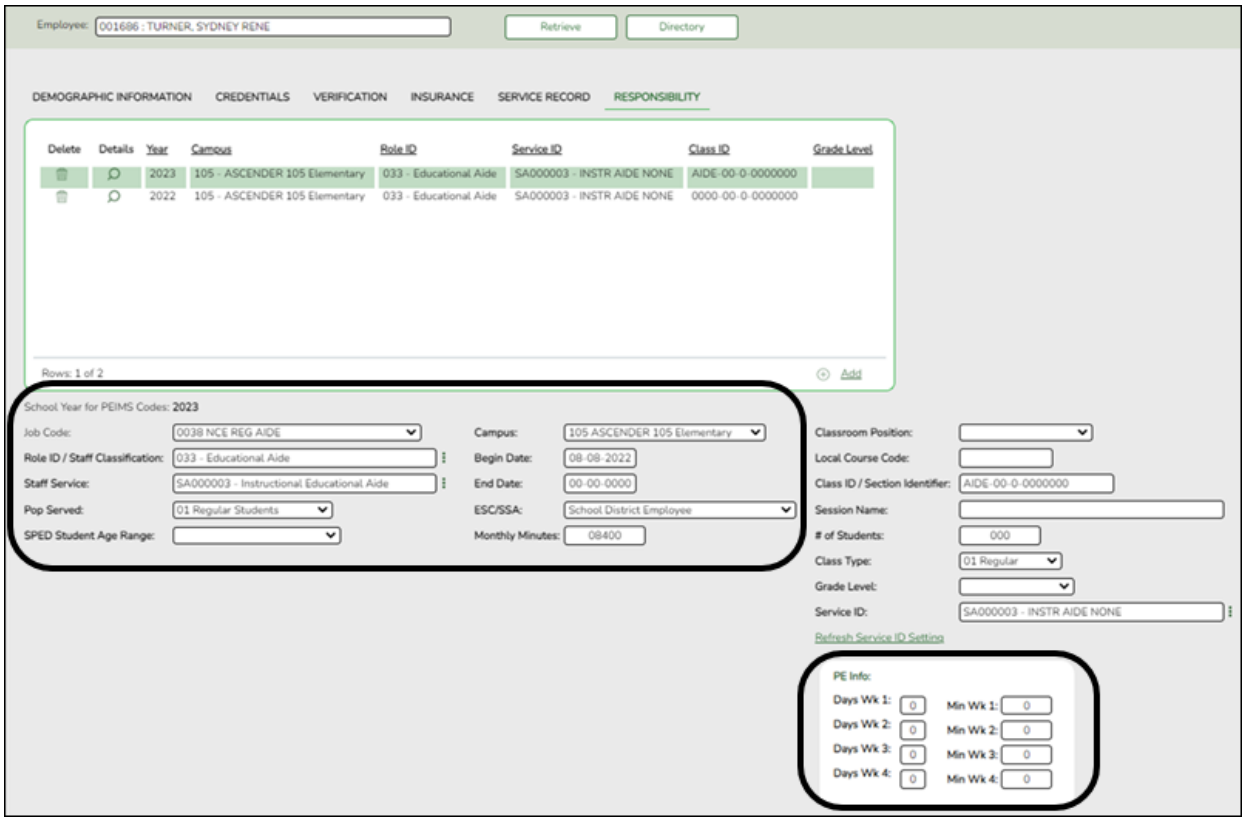
Exclude the following:

- Staff who left employment before the fall snapshot date
- Staff who have not begun employment as of the fall snapshot date

Reported Elements from Demographic Information:

Element	Code Table	Data Element	ASCENDER Name
E0703	—-	FIRST-NAME	Name - Legal - First
E0704	—-	MIDDLE-NAME	Name - Legal - Middle
E0705	—-	LAST-NAME	Name - Legal - Last
E0706	C012	GENERATION-CODE	Name - Legal - Generation
E0004	C013	SEX-CODE	Sex
E0006	—	DATE-OF-BIRTH	DOB
E1064	C088	HISPANIC-LATINO-CODE	Ethnicity - Hispanic/Latino
E1059	C088	AMERICAN-INDIAN-ALASKA-NATIVE-CODE	Race - American Indian Alaskan Native
E1060	C088	ASIAN-CODE	Race - Asian
E1061	C088	BLACK-AFRICAN-AMERICAN-CODE	Race - Black/African American
E1062	C088	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE	Race - Hawaiian/Pacific Islander
E1063	C088	WHITE-CODE	White

- Personnel > Maintenance > Staff Demo > Responsibility



NOTE: To create records for a new school year, use the utility on *Personnel* > *Utilities* > *Mass Update* > *Responsibility*.

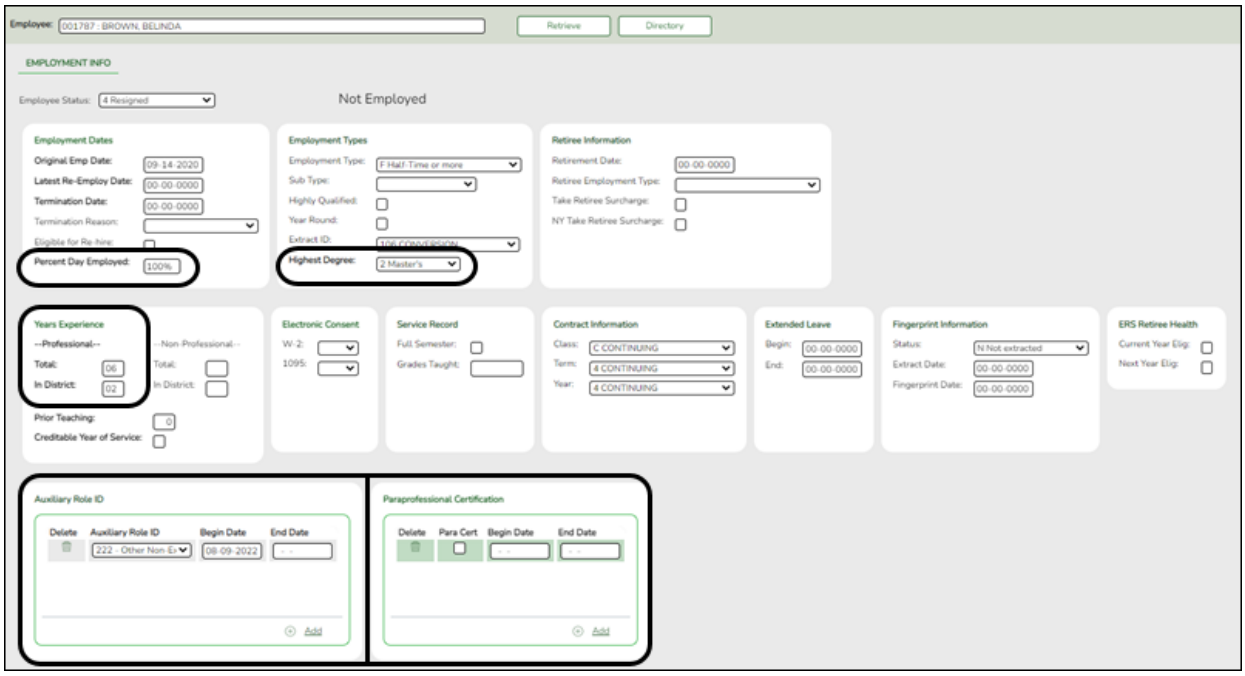
NOTE: For instructional staff, the 30090 records may come from staff demo record in Personnel or from the master schedule in ASCENDER Grade Reporting, or both, depending on how your district is set up.

Reported Elements from Responsibility:

Element	Code Table	Data Element	ASCENDER Name
E0721	C021	ROLE-ID	Role ID
E0724	C022	SERVICE-ID	Service ID
E0747	C030	POPULATION-SERVED-CODE	Pop Served
E0170	—-	NUMBER-STUDENTS-IN-CLASS	# of Students
E1056	—-	CLASS-ID-NUMBER	# of Students **When extracting from the master schedule, the class ID number is set to the course number (four to eight digits) + two-digit section number + one-digit semester number + padding with zeros. Example: 0901-11-1-0000000**
E1055	C179	CLASS-TYPE-CODE	Class Type
E1057	—-	MONTHLY-MINUTES	Monthly Minutes **NOTE**: Monthly Minutes is required for counselors.
E1015	C169	ESC-SSA-STAFF-INDICATOR-CODE	ESC/SSA **This is reported by ESCs only; the field is not valid for school districts.**
E1604 E1605 E1606 E1607	—-	NUMBER-DAYS-TAUGHT-WEEK-1 NUMBER-DAYS-TAUGHT-WEEK-2 NUMBER-DAYS-TAUGHT-WEEK-3 NUMBER-DAYS-TAUGHT-WEEK-4	Days Wk 1 Days Wk 2 Days Wk 3 Days Wk 4 **These fields only apply to instructors who are the Teacher of Record for a course-section associated with a PE service ID.**

Element	Code Table	Data Element	ASCENDER Name
E1608 E1609 E1610 E1611	—-	NUMBER-MINUTES-TAUGHT-WEEK-1 NUMBER-MINUTES-TAUGHT-WEEK-2 NUMBER-MINUTES-TAUGHT-WEEK-3 NUMBER-MINUTES-TAUGHT-WEEK-4	Min Wk 1 Min Wk 2 Min Wk 3 Min Wk 4 **These fields only apply to instructors who are the Teacher of Record for a course-section associated with a PE service ID.**

- Personnel > Maintenance > Employment Info



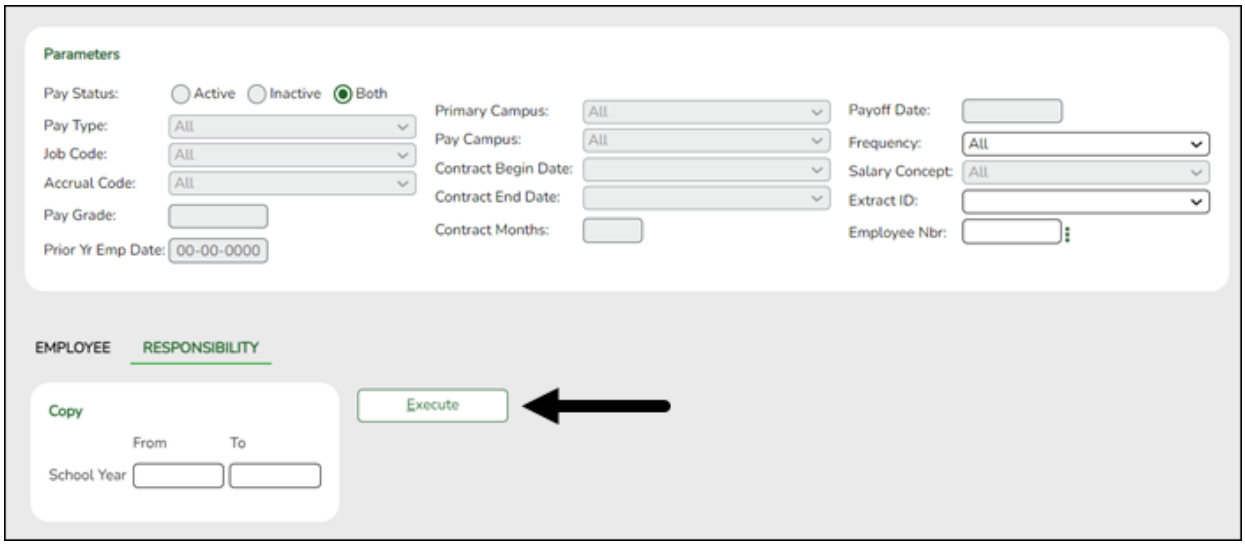
Reported Elements from Employment Info:

Element	Code Table	Data Element	ASCENDER Name
E0730	C015	HIGHEST-DEGREE-LEVEL-CODE	Highest Degree
E0130	—-	TOTAL-YEARS-PROF-EXPERIENCE	Years Experience - Professional - Total
E0161	—-	YEARS-EXPERIENCE-IN-DISTRICT	Years Experience - Professional - In District
E1670	C088	PARAPROFESSIONAL-CERTIFICATION-INDICATOR-CODE	Paraprofessional Certification
E0760	—-	PERCENT-DAY-EMPLOYED	Percent Day Employed

Element	Code Table	Data Element	ASCENDER Name
E1594	C213	AUXILIARY-ROLE-ID	PEIMS Auxiliary Role ID **NOTE**: Professional and paraprofessional staff may also be reported with an Auxiliary Role ID if they serve the LEA in a non-professional or non-paraprofessional role. A classroom teacher (Role ID 087) who also drives a bus route for the school would require an Auxiliary Role ID to be reported. In this case, the employee would have at least two payroll accounting entries: one with object code 6119, and one with object code 6129. Because there may be duplication between Role ID and Auxiliary Role ID, the district must use its discretion in determining if the employee is serving in a professional or non-professional capacity.

- Personnel > Utilities > Mass Update > Responsibility

To create records for school year 2024:



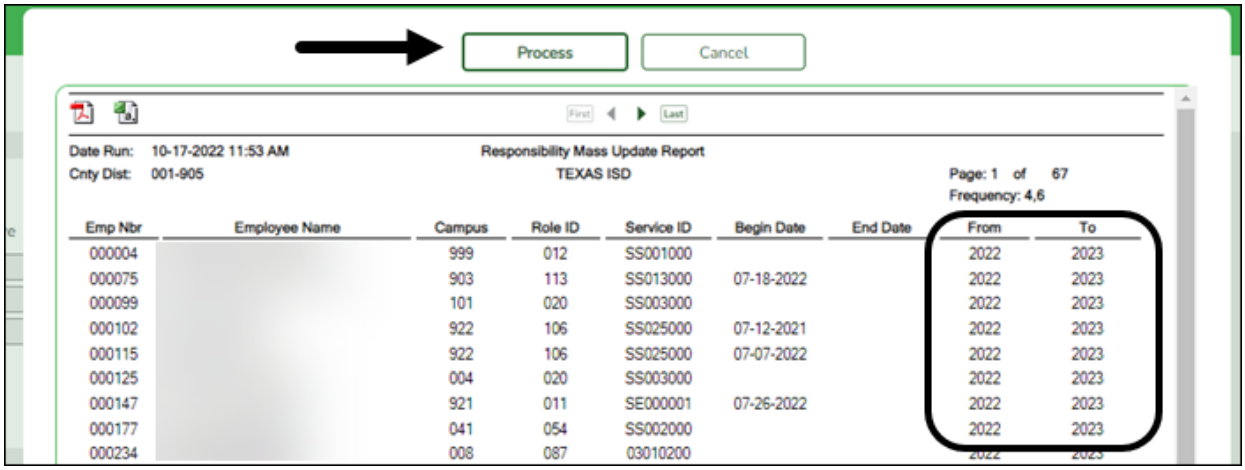
❑ Enter 2023 in the **From** field and 2024 in the **To** field.

❑ Click **Execute**.

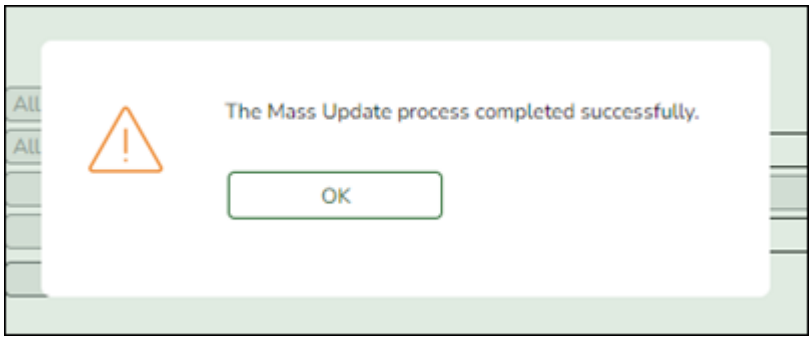
A preview report is displayed and will reflect the updated years in the **From** and **To** columns.

Review and save the report for your records.

❑ Click **Process** to proceed.



A process completed successfully message appears.



A record for both years will be available on *Personnel* > *Maintenance* > *Staff Demo* >

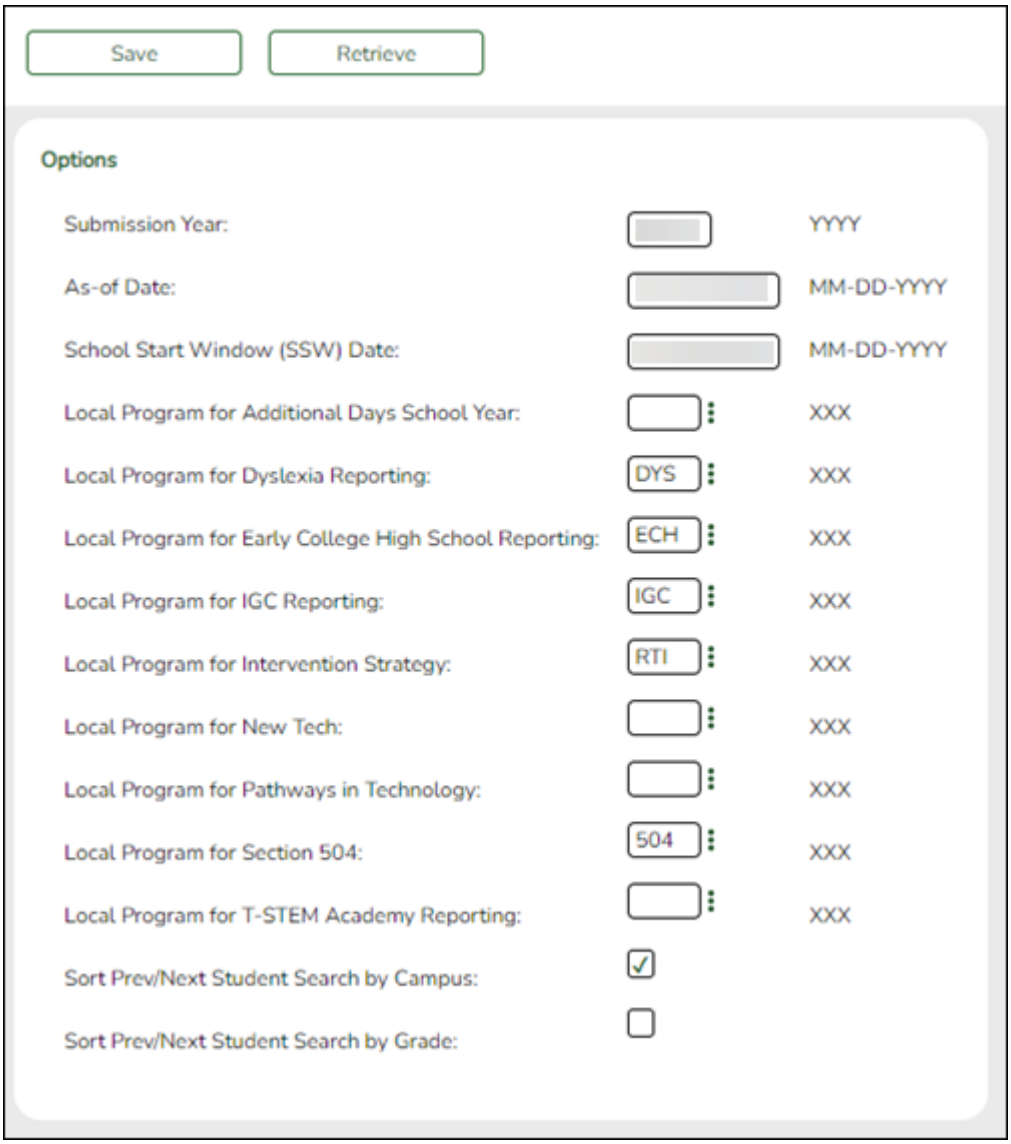
Responsibility.

NOTE: SY 2024 records will extract to State Reporting for the 2024 Fall PEIMS submission.

IV. Verify State Reporting Options

- Verify State Reporting options.

  State Reporting > Options



❑ Verify that the following is set correctly:

Submission Year	For the 2023-2024 school year, the field must be set to 2024.
As-of Date	For the 2023-2024 school year, the as-of date is October 27, 2023.

School Start Window (SSW) Date	For the 2022-2023 school year, this date is September 29, 2023. This is the closing date for the window.

❑ Verify that local codes are properly set for all applicable local programs.

These codes should exactly match the codes on ***Registration > Maintenance > District Profile > Local Program Codes***.

❑ Click **Save**.

V. Clear data from the previous year

- Clear data from the previous year.

  State Reporting > Utilities > Delete/Clear PEIMS Tables

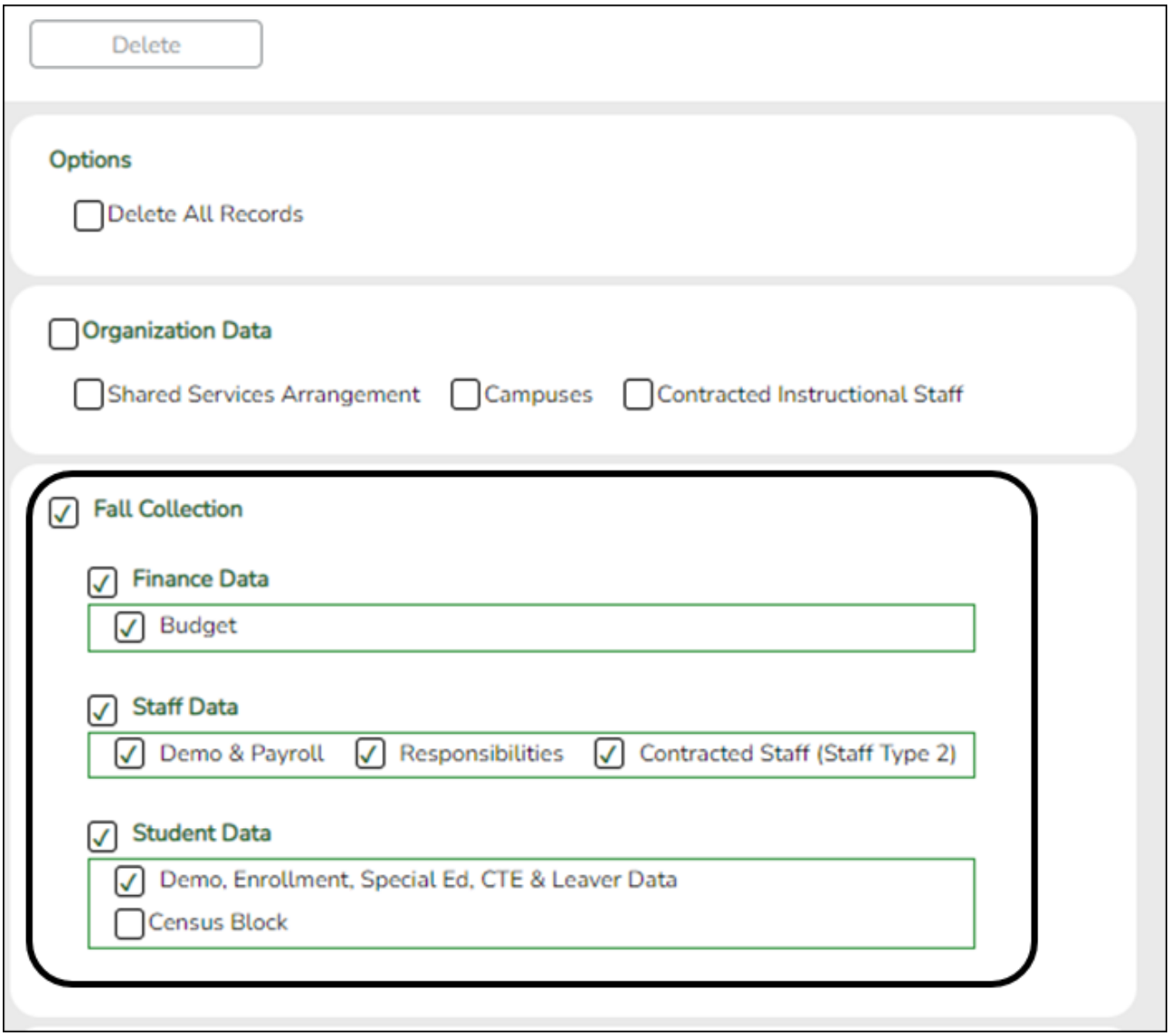
Prior to extracting any data, all previous fall collection data must be cleared. The Delete/Clear Tables utility allows you to delete all selected previous year data from State Reporting. **Use this utility very carefully.**

IMPORTANT:
Be sure all activities are coordinated so that one group's data is not inadvertently overwritten. For example, if the Budget office has already created its file and updated State Reporting, their data will be deleted if this utility is run for the fall submission.

Do not delete Responsibilities or Staff Type 3 data if you are still working on the maintenance pages.

Organization Data is manually updated and should not be deleted.

Census Block is **NOT** automatically checked when **Student Data** or **Fall Collection** is selected and must be manually checked.

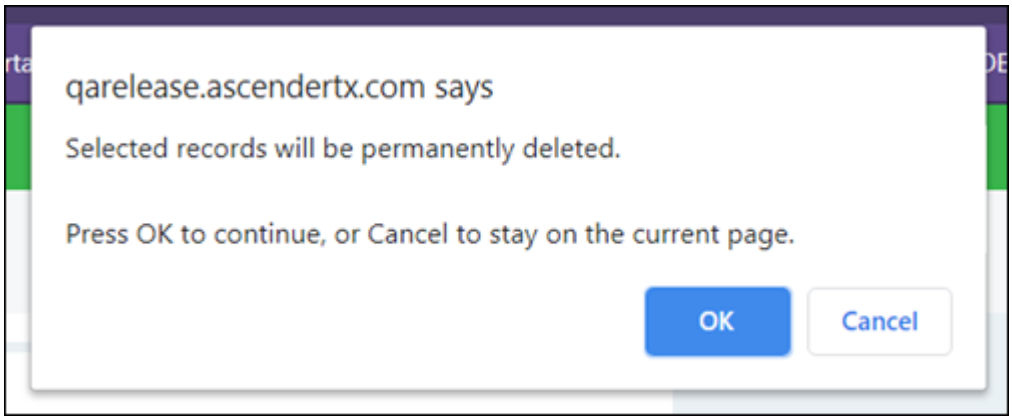


❑ Select the **Fall Collection** group box heading which will select all check boxes in that group.

> **CAUTION!** Do not select to delete **Student Data** if the student data for classroom responsibilities has already been extracted.

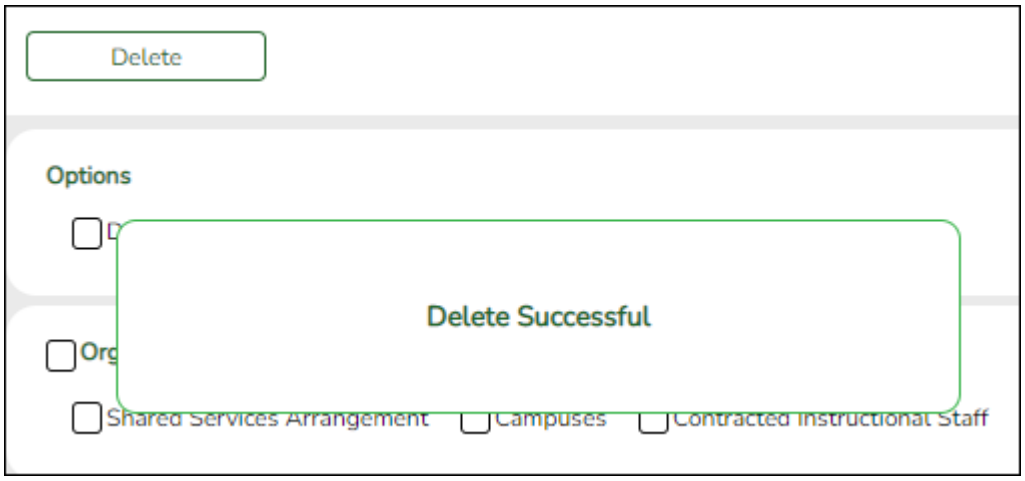
❑ Click **Delete**.

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.



VI. Build and update crosswalk tables

- Build and update crosswalk tables.

  State Reporting > Crosswalks

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

Budget:

- 040 - From Org to Org
- 045 - Fund/SO to Prog

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

Staff:

- 042 - Responsibilities - From Campus/Period to Minutes
- 043 - Responsibilities - From Campus/Service ID to Minutes
- 044 - PE Responsibilities - Campus/Crs/Sec (not available for Business-only users)

Crosswalks are retained from year to year. If tables exist from prior years, ensure that they are up to date.

Staff Responsibilities 042 and 043 Notes:

Crosswalk tables allow you to define periods and service IDs and used to calculate monthly minutes. Using crosswalks is recommended, particularly for campuses that use a modified block schedule.

The service ID and period at the campus must be unique in the table. You can only create one record per period per campus in each crosswalk table, and you can only create one record per service ID per campus in each table.

If you use crosswalk tables to calculate instructional minutes, leave the **Time Begin** and **Time End** fields blank on ***Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section*** for each section at the campus. When the fields are blank, the crosswalk tables are used.

You can enter **Time Begin** and **Time End** for some sections and leave others blank.

The staff responsibility extract will always use data from the section record if it exists, even if a crosswalk exists.

If the **Time Begin** and **Time End** fields are blank, the extract program looks at the *Responsibilities - From Campus/Service ID to Minutes* crosswalk. If that crosswalk is blank, the program looks at the *Responsibilities - From Campus/Period to Minutes* crosswalk.

The monthly minutes value is calculated as follows:

(Number of minutes of the class (period)) x (number of days in the week the class meets) x (Number of weeks in the month the class meets)

Examples:

A class taught for one hour every day:

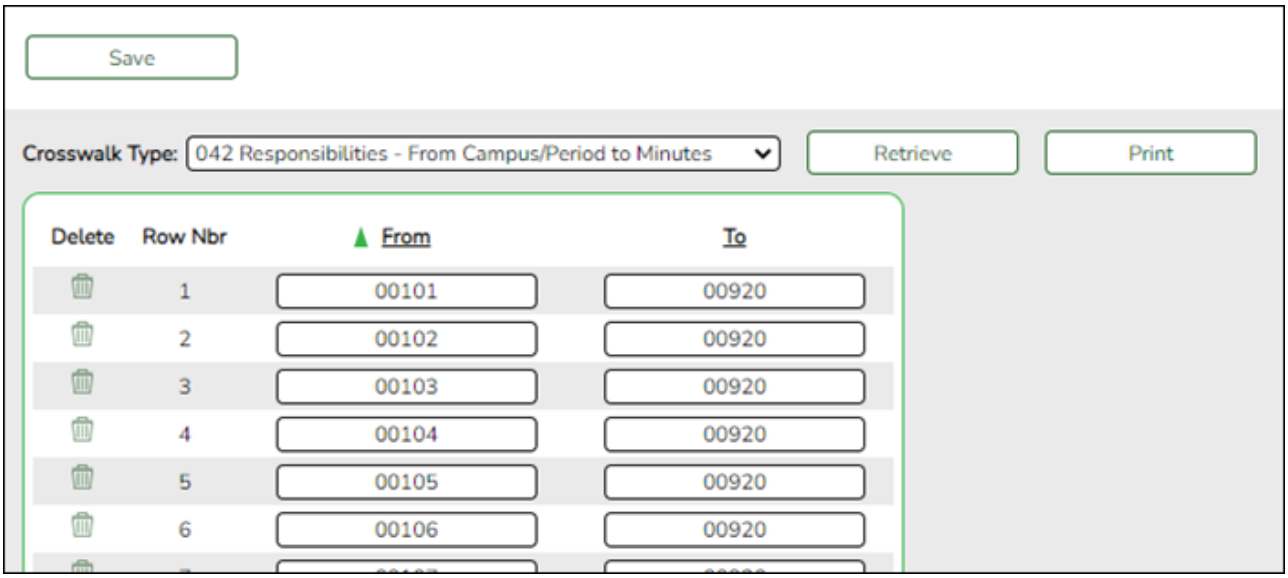
(60 minutes of the class) x (5 days per week) x (4 weeks per month) = 1200

A class taught for one hour three times per week:

(60 minutes of the class) x (3 days per week) x (4 weeks per month) = 720

Note that four weeks per month is the default, because there are generally four weeks prior to the fall snapshot date.

Create 042 - Responsibilities - From Campus/Period to Minutes crosswalk:



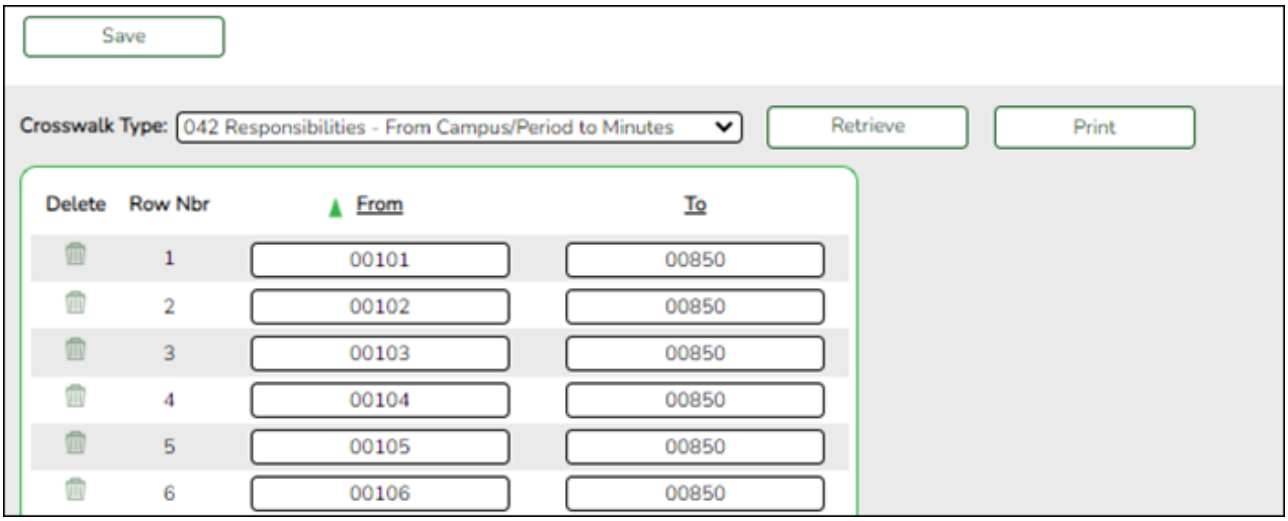
❑ In the **Crosswalk Table** field, select *042-Responsibilities - From Campus/Period to Minutes*.

❑ Any existing data is displayed. Add and delete data as needed.

- In the **From** field, type the three-digit campus ID and a two-digit period (e.g., for campus 001 and period 01, type 00101).
- In the **To** field, type the monthly minutes value. Zero-fill the value to five digits (e.g., 000940).

❑ Click **Save**.

Block Schedule Example (A/B bell schedule):



A Day: Periods are 1-4. In weeks 1 and 3, classes meet 3 days per week. In weeks 2 and 4, classes meet 2 days per week.

B Day: Periods are 5-8. In weeks 1 and 3, classes meet 2 days per week. In weeks 2 and 4, classes meet 3 days per week.

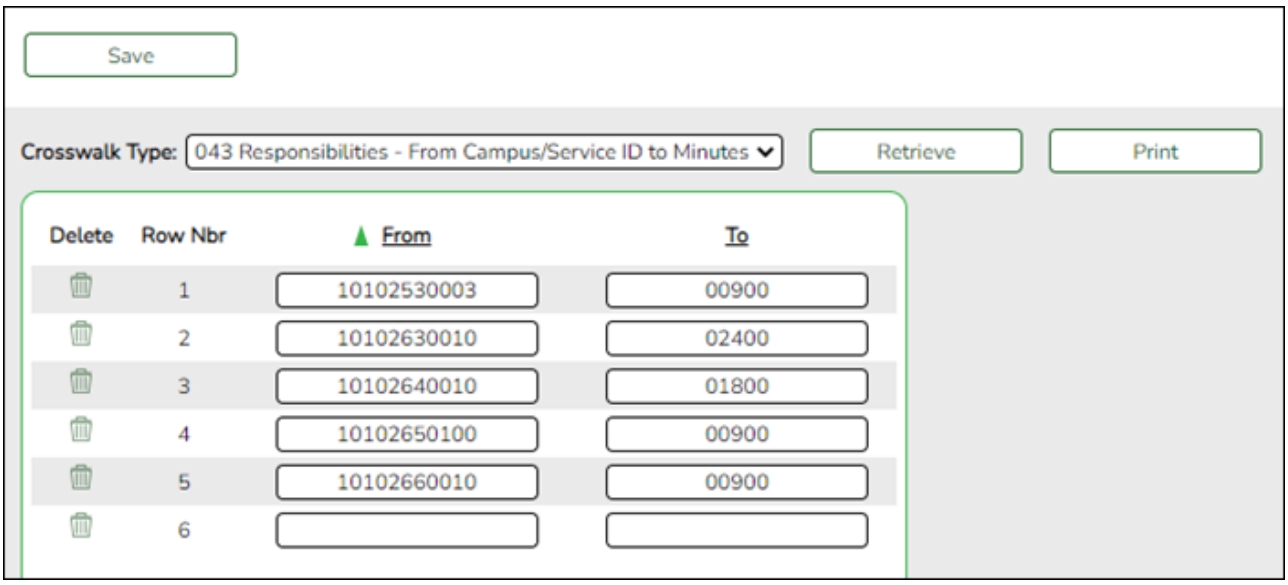
Classes are 85 minutes each day.

Monthly minutes calculation:

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

85 x 5 x 2 = 850 minutes

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



❑ In the **Crosswalk Table** field, select *043-Responsibilities - From Campus/Service ID to*

Minutes. Click **Retrieve**.

❑ Any existing data is displayed. Add and delete data as needed.

- In the **From** field, type the three-digit campus ID and the service ID (e.g., 10102010000).
- In the **To** field, type the monthly minutes value. Zero-fill the value to five digits (e.g., 04800).

❑ Click **Save**.

Create 044 - PE Responsibilities - Campus/Crs/Sec crosswalk:

This crosswalk allows you to enter the number of days and minutes in which the PE teacher provides physical education instruction each week at the campus for the four weeks in October that include the last Friday in October. This is required for all teachers of record for course-sections associated with the following physical education (PE) service IDs:

02530002
02530003
02530004
02530005
02530006
02530007
02530008
02850000
03823000
82210XXX
82931XXX
83210XXX
84200XXX
PES00051
PES00053
PES00056

All districts will use this crosswalk, except for Business-only districts whose responsibility records come from Human Resources, or if PE service IDs are not used for PE courses, or if your PE service ID courses do not have students.

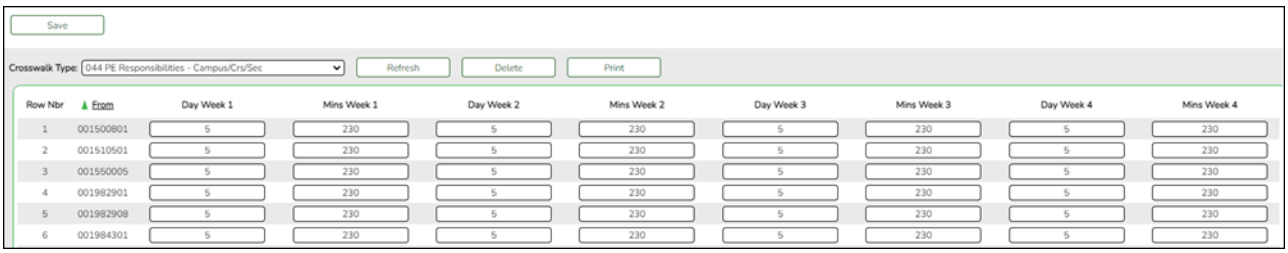
Important: Minutes for any holidays should be included.

NOTE:

These fields are not reported for employees with PE substitution responsibilities (i.e., employees with service IDs PES00000-PES00015).

Records *are* created for non-campus-based PE courses (i.e., **Non Campus Based** is greater than 00 in the campus master schedule) if the course is taught during semester 1 and at least one student is enrolled in the class.

This crosswalk is not used for Business-only districts whose responsibility records come from Personnel, or if PE service IDs are not used for PE courses, or if your PE service ID courses do not have students. All other districts should use this crosswalk.



❑ In the **Crosswalk Table** field, select *044-PE Responsibilities - Campus/Crs/Sec*.

❑ The first time you access the page, there will be rows from the previous year displayed. Click **Delete** then click **Create** to add current year courses.

A list of course-sections associated with physical education (PE) service IDs is listed. This list is predefined and cannot be changed.

The **From** column lists course-sections in the campus-course-section format, where:

- The first three digits are the campus ID.
- The next digits are the course number, which may contain between four and eight digits.
- The last two digits are the section number.
- The course-sections are for semester 1.

❑ For the Teacher of Record for each course-section listed, enter the following information for the four weeks in October that include the last Friday in October:

- In the **Day Week 1-4** fields, type the number of days in which the employee provides physical education instruction each week at the campus. Valid entries are one digit between 0-5.

- In the **Mins Week 1-4** fields, type the number of minutes the employee provides physical education instruction each week at the campus. Valid entries are up to four

digits between 0-3000.

These fields are automatically populated according to the **Days** code entered on ***Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section*** for each course-section meeting time. The program calculates the minutes in the days from the section **Time Begin/End** and sums for each meeting time the days per week for that meeting time, then multiplies the minutes per day for that meeting time to calculate the minutes for each week.

❑ Click **Save**.

❑ Click **Print** to print the data displayed.

❑ If new PE responsibilities records are found the next time you access the page, the **Create** button will be replaced with the **Refresh** button. Click **Refresh** to add new records to the grid.

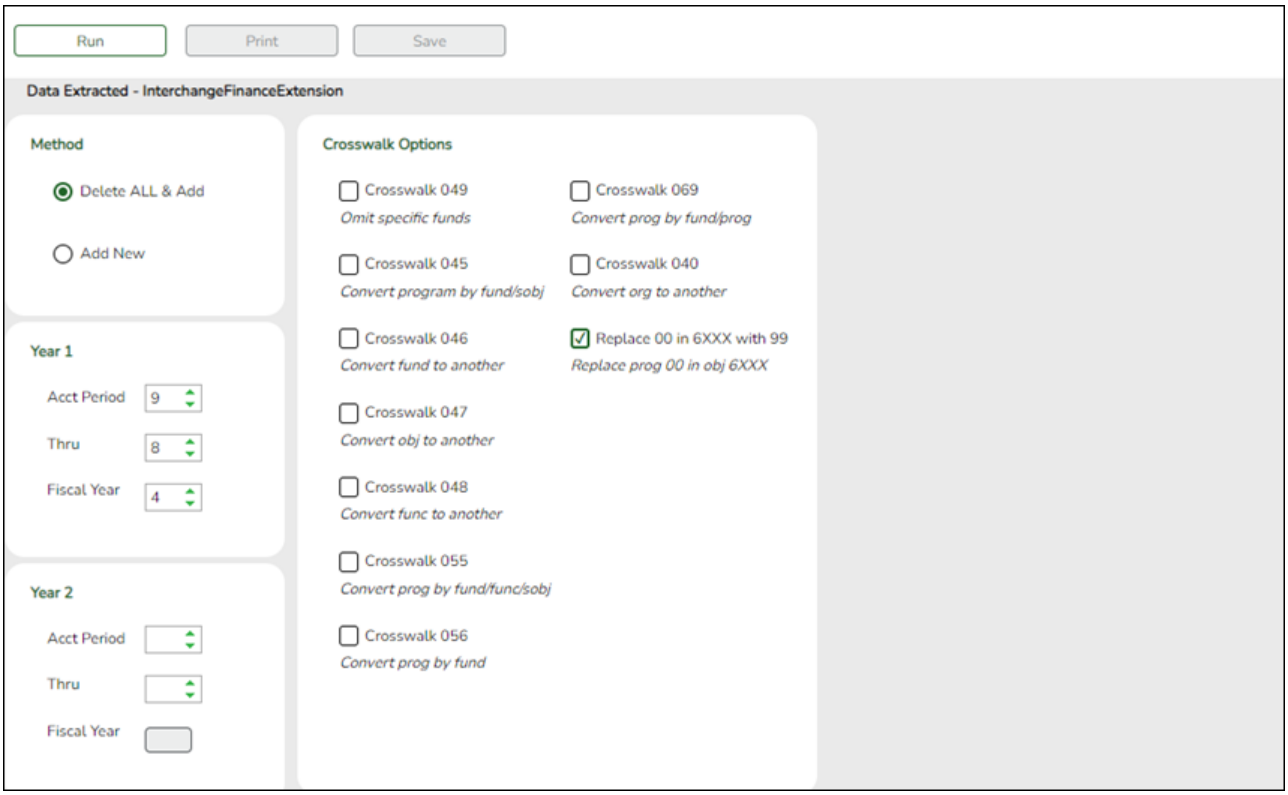
NOTE: You cannot delete data row by row. You must click **Delete** to delete all rows on the page. Then, click **Create** to populate the page with PE course-sections. Then, you can re-enter all data.

WARNING: If you click **Delete**, all rows are deleted.

VII. Extract or Import Data

- Extract fall data.

CAUTION: Each time you extract data, you overwrite the data in State Reporting maintenance pages, including any data that was manually entered.



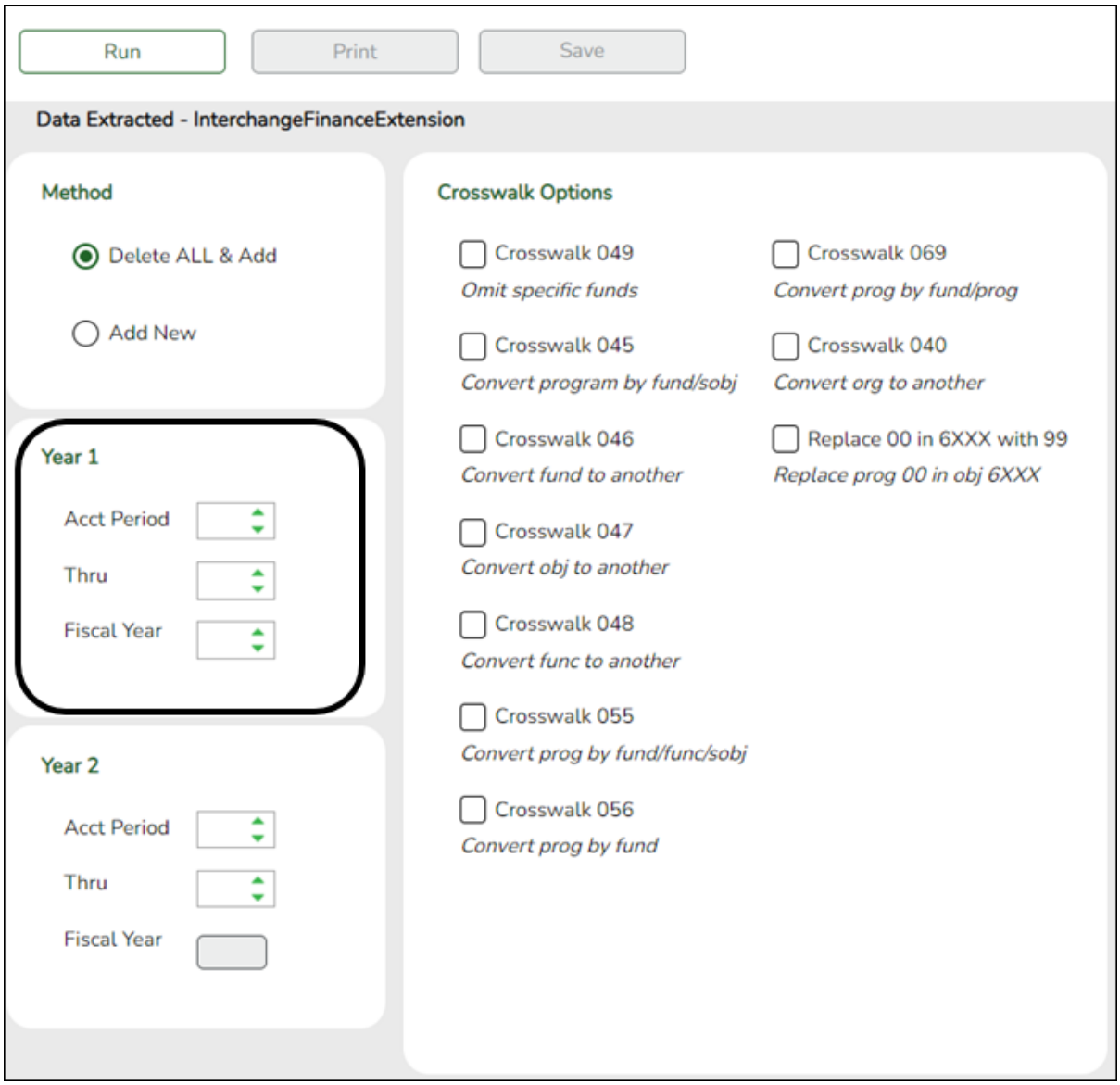
For a complete list of extract rules and edits for the current year, see https://tealprod.tea.state.tx.us/TWEDS/103/0/0/0/Introduction/List/878.

See the **College, Career, and Military Readiness (CCMR) Verification:** section in the **Appendix** below for additional information.

- Budget extract:

  State Reporting > Extracts > Fall > Finance Budget

  The Fall Budget Extract page extracts data for the *FinanceExtension* interchange.



Method	**Delete ALL and Add**	**(Recommended)** Select to delete all existing data for this fiscal year from the State Reporting tables before extracting and adding new data to the State Reporting tables.
	Add New	Select if you are re-extracting data. This option adds data to the State Reporting tables. **CAUTION:** If any Finance data exists in the State Reporting tables for this fiscal year; there is a risk of duplicating data if this option is selected.

Year 1 **Year 2**	**File ID**	Type the file ID for the prior year according to your district's naming convention for prior year file IDs. This is maintained on ASCENDER Finance > Tables > District Finance Options. For the specified **File ID**, all audit entries must be posted, and revenue and expense balances must be reconciled to the audit report.
	Acct Period	Select the beginning accounting period. The number corresponds to the month in which the fiscal year begins (e.g., 9 for September).
	Thru	Select the ending accounting period. The number corresponds to the month in which the fiscal year ends (e.g., 8 for August).
	Fiscal Year	Select the ending year of the fiscal year. For example, for the 2021-2022 school year, select 2. See Year 2 below:
	Leave the **Year 2** fields blank unless you have 5xxx-8xxx records for multiple fiscal years in the same File ID. **Year 2** automatically increments the fiscal year by 1 from the **Fiscal Year** field in the **Year 1** field above. Extracting Multiple Fiscal Year Data Example	
Crosswalk Options	Select **Replace 00 in 6XXX with 99**. Select **Crosswalk 046** if locally defined funds exist in your budget/finance. Select any other crosswalk tables you are using. The crosswalk tables must be built prior to running the extract.	
	Crosswalk 049	Select to omit a specific fund from the fall submission.
	Crosswalk 045	Select to convert a specific fund/subobject combination to a program code.
	Crosswalk 046	Select to convert one fund code to another fund code.
	Crosswalk 047	Select to convert one object code to another object code.
	Crosswalk 048	Select to convert one function code to another function code.
	Crosswalk 055	Select to convert a specific fund/function/subobject combination to a program code.
	Crosswalk 056	Select to convert a specific fund code to a program code.
	Crosswalk 069	Select to convert a specific fund/program combination to a program code.
	Crosswalk 040	Select to convert one organization code to another organization code.
	Replace 00 in 6XXX with 99	Select to replace program intent codes 00 in 6XXX with 99, provided the function code is not equal to 11.

❑ Click **Run** to extract the selected records.

A message is displayed indicating that the extract is complete.

❑ Click **Save** to write the records to ASCENDER State Reporting tables.

IMPORTANT! You must click **Save** to add the budget data to State Reporting. If you do not click **Save**, you will need to re-extract the data.

Print	View the 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. Review the accuracy of the budget data. Finance budget codes are listed on the left, and the collapsed PEIMS records are listed on the right.

WARNING! If you navigate away from the extract page, the **Print** button will no longer be available.

NOTE: Data can be re-extracted, but you will overwrite any existing data in State Reporting when you click **Save**, unless you select **Add New** under **Method** when re-extracting data.

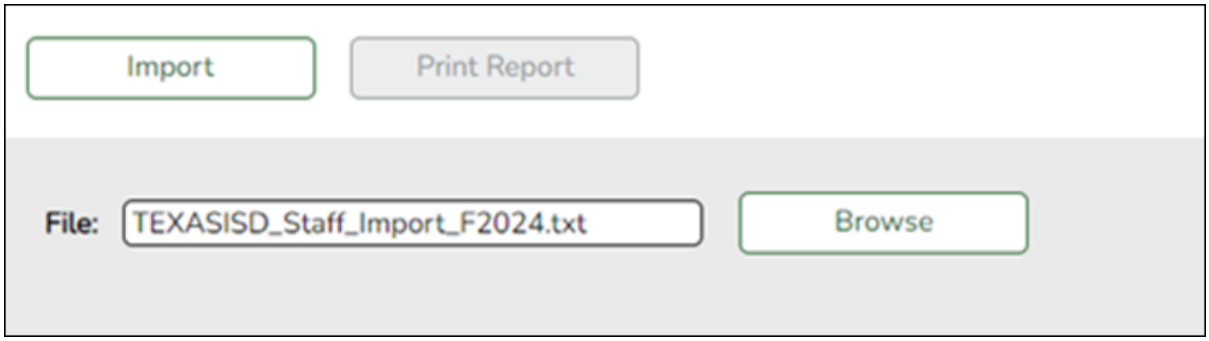
- Staff extract:

If you will be manually entering the staff responsibility data on the ASCENDER State Reporting maintenance pages, skip the following steps.

Import Staff Data (for Student-only Districts)

Districts that do not use ASCENDER Business applications can import basic staff demographic data to be used for the TSDS Staff Interchange records (i.e., to join the unique staff ID with a teacher/staff record). The import adds “non-employee” data to HR that will be read by the extract, along with data from ASCENDER Grade Reporting. **This utility must be run before running the staff extract.**

State Reporting > Utilities > Import Staff File



File layout

The utility accepts data from a comma-delimited text or CSV file (e.g., provided by a third-party business application vendor) and inserts the records into HR tables which allows you to maintain this data in the ASCENDER TSDS application.

The values must be inserted in this order:

Field	Validation
Unique staff ID	Must be ten digits.
Staff ID/SSN	Must be nine digits. Required. First character must be S or 0-8. First three characters must not be 000. Middle characters (3rd-4th digit) must not be 00. Last four characters must not be 0000. First seven characters must not be the same.
Last Name	Required
First Name	Required
Middle Name	Required
Gender	One character (M or F)

Field	Validation
Legal Generation	One character 1 = Jr 2 = Sr 3 = II 4 = III 5 = IV 6 = V 7 = VI 8 = VII 9 = VIII A = I B = IX C = X
DOB	Required; format YYYYMMDD
Hispanic Ethnicity	One character (Y or N)
Race American	One character (Y or N) At least one race indicator is required.
Race Asian	One character (Y or N)
Race Black	One character (Y or N)
Race Native Hawaiian Pacific Islander	One character (Y or N)
Race White	One character (Y or N)
Highest Degree	One character 0 = No Bachelor's 1 = Bachelor's 2 = Master's 3 = Doctorate
Prior Teach Experience	Two characters, values 0-99
Original Emp Date	Format YYYYMMDD
Term Date	Format YYYYMMDD

Example:

0133884198,422514579,Bacon,Jason,Donald,M,1,19801023,N,Y,N,N,N,Y,1,10,20150801,20200101
0133884199,422514563,Hannover,Renee,Keen,F,1,19601024,N,Y,N,N,N,Y,1,12,20150801,20200104
0133884189,422514549,Nimitz,Clark,Mason,M,1,19701022,N,Y,N,N,N,Y,1,15,20150801,20200105
0133884179,422514769,Hernandez,Joe,Lee,M,1,19811028,N,Y,N,N,N,Y,1,10,20150801,20200106

File	Click **Browse** to locate and select the file to import.

❑ Click **Import**.

The results of the import are displayed, including a count of records with errors, and total records read, updated, and imported.

Print Report	Print the error report. If errors occurred, the line number in the file will correspond to the record that caused the error. **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.

Before Extracting Staff Data:

❑ Verify and correct data in the master schedule as described in the **Verify Master Schedule Data** section of this guide.

❑ Ensure that all inactive employees have a termination date entered **(Termination - Date** and **Reason** fields on ***Human Resources > Maintenance > Staff Job/Pay Data > Employment Info***). If the **Reason** field is blank, the employee is not extracted.

❑ Student workers who do not meet the eligibility requirements for TRS should be excluded from PEIMS staff reporting. Those who are eligible will be reported as staff AND as student, but will retain their status as a student in the Unique ID Database.

NOTE: It is best practice at the district level that for a student worker, the district should use the information from their birth certificate and not their SS card (sometimes it is different). If the district follows this practice with student workers, they should not get a discrepancy. All other staff use their SS card to determine name.

❑ Ensure that all Type 3 (hourly) employees have an estimated annual salary (**Payroll > Maintenance > Staff Job/Pay Data > Job Info**) and distribution (**Payroll > Maintenance > Staff Job/Pay Data > Distribution**).

The fall Staff Extract page will extract data for the *StaffAssociationExtension* interchange, including staff demographic, payroll accounting, and responsibility data from the master schedule and the Personnel application. You can extract subsets of data, multiple times. You can extract from Personnel only, master schedule only, or both at the same time.

Districts with contracted instructional staff serving as classroom teachers (i.e., PEIMS Type 3) will also enter data on ***ASCENDER District Administration > Maintenance > Non-Employee***.

NOTE:

When extracting from the master schedule, class ID is set to the course number (four to eight digits) + two-digit section number + one-digit semester number + padding with zeros.

- Class ID is only repeated if more that one instructor is assigned to the same course-section (e.g., assistant or support teacher).
- If **Class Type** is blank in the district master schedule, the extract will use 01 - Regular.

Monthly minutes are determined as follows:

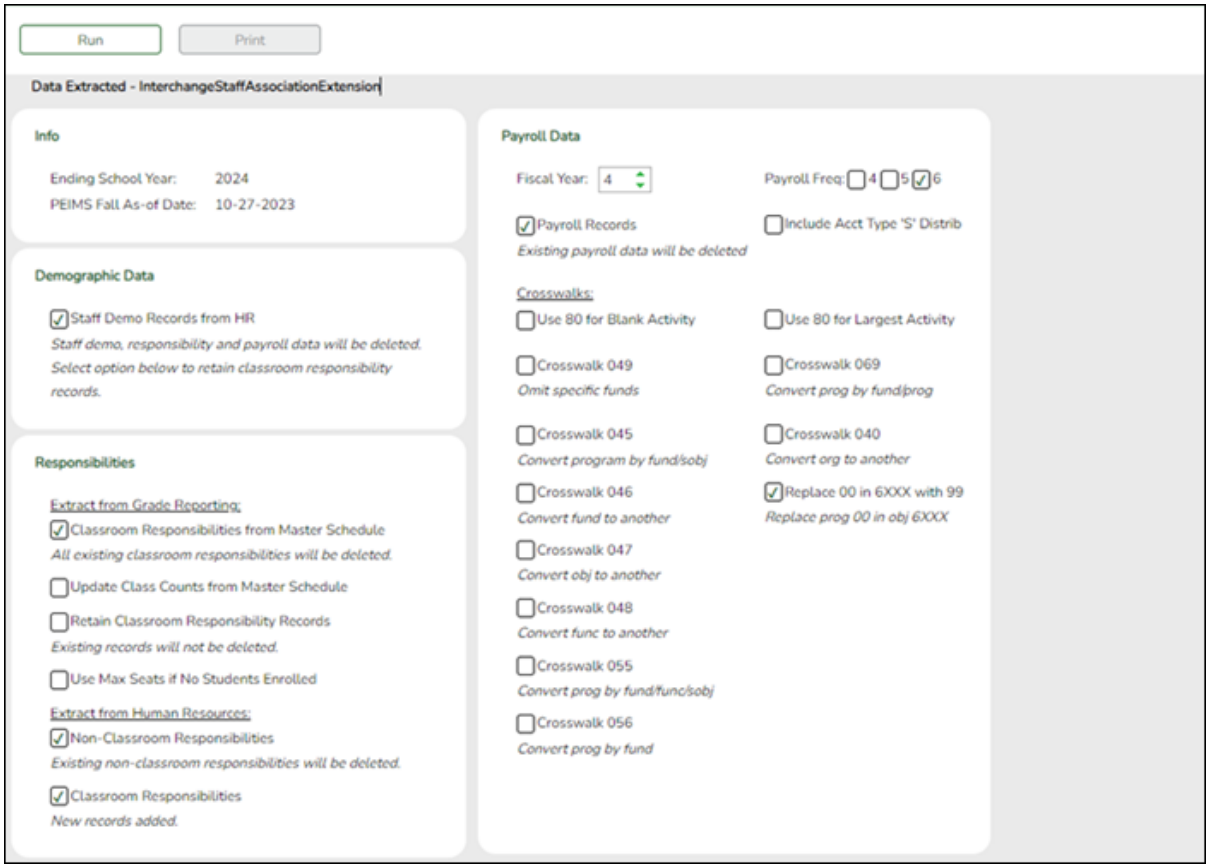
- If **Time Begin** and **Time End** on ***Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section*** contain values, monthly minutes are calculated from the begin and end times, days of week, and weeks of month code.
- If **Time Begin** and **Time End** are blank, monthly minutes are set to the value in the *Campus/Service ID* crosswalk table.
- If **Time Begin** and **Time End** are blank and the *Campus/Service ID* crosswalk table does not exist, the monthly minutes are set to the value in the *Campus/Period* crosswalk table.
- If **Time Begin** and **Time End** are blank and neither the *Campus/Service ID* crosswalk table nor the *Campus/Period* crosswalk table exist, an error message is displayed.
- See the Verify Master Schedule Data section of this guide for more information.

If a district has responsibility data in both HR and the master schedule, and the options to extract from both sources are selected, the following occurs:

- Existing staff responsibility records in TSDS are deleted (unless you selected the option to update class counts only).
- Staff responsibility records are extracted from the master schedule.
- Staff responsibility records are extracted from Human Resources. Only new records are added. If a record with the same key already exists in TSDS, the record from HR is not written, an error is displayed the summary report for the Human Resources record.

Extract staff data:

State Reporting > Extracts > Fall > Staff



Ending School Year	(Display only) The submission year as entered in the **Submission Year** field on State Reporting > Options is displayed.
PEIMS Fall As-of Date	(Display only) The fall as-of date is displayed, as entered in the **As-of Date** field on State Reporting > Options.

❑ Under **Demographic Data**:

Staff Demo Records from HR	This option is only displayed if you have access to Personnel. Select to delete all existing staff data and extract demographic data from Personnel. If selected, all existing staff records are deleted from the following tables: Staff Demo and Experience, Payroll, Classroom Responsibilities, and Nonclassroom Responsibilities. • Staff records with pay type 1 are extracted. • Staff records with pay type 2 or 3 are extracted if the employee status is 1 - active professional, 2 - active auxiliary per, 3 - retired, or 8 - temporary. • Staff records with pay type 4 are extracted if the employee status is A - long term substitute and the TRS Member Position is 02. This option may only need to be selected the first time you extract data, unless changes in Personnel have occurred since the last time you extracted data.

❑ Under **Responsibilities**:

Extract from Grade Reporting	These option is only available if you have access to ASCENDER Grade Reporting.	
	Classroom Responsibilities from Master Schedule	Select to delete all existing classroom responsibility records in State Reporting and extract records from the master schedule. The role ID and population served data is extracted from the campus section records. If these do not exist at the campus level, they are extracted from the district records. If selected, you cannot select **Retain Classroom Responsibility Records**; you must select one or the other.
	Update Class Counts from Master Schedule	(Optional) Select to update the number of students in the classroom responsibility records for the teacher of record (i.e., class role=01) according to the number of students enrolled in the section on the fall snapshot date. For teachers with class role 02 (i.e., assistant teacher) or 03 (i.e., support teacher), the number of students is set to 0.
	Retain Classroom Responsibility Records	Select to re-extract demographic data without deleting and re-extracting classroom responsibility data. A district would select this option if it has extracted responsibility records from the master schedule, and the records are ready to submit to TEA, but the district needs to re-extract staff data from HR. This option is only available if you have access to the HR application. Select this option if Staff Responsibilities records have been extracted from either HR or Grade Reporting. Select this option if Staff Responsibilities records are not extracted from both HR and Grade Reporting at the same time. If you do not select this option, previously extracted records will be deleted. If selected, you cannot select **Classroom Responsibilities from Master Schedule**; you must select one or the other.
	Use Max Seats if No Students Enrolled	(Optional) Select to extract the maximum number of seats on the section record if no students are enrolled in the section. This field is used by campuses that create responsibility records from the master schedule, but do not assign schedules to students. Leave blank if you do not want to create responsibility records for sections with no students enrolled.

Extract from Personnel	This data is extracted from Personnel for both Student and Business users. These options are only displayed if you have access to ASCENDER Personnel. Nonclassroom responsibilities data should be entered in Personnel. If the district does not use the master schedule to create classroom responsibilities data, the classroom responsibilities data should also be entered in Personnel.	
	Non-Classroom Responsibilities	Select to delete all existing non-classroom responsibility data in State Reporting and extract data from Personnel.
	Classroom Responsibilities	Select to extract classroom responsibilities from Personnel. If selected, records are only added to the frozen records; existing responsibilities are not deleted or updated, unless: **Staff Demographic Records from Personnel** is selected and **Retain Classroom Responsibility Records** is not selected, or **Classroom Responsibilities from Master Schedule** is selected. Only role IDs with instructional responsibilities (002, 007, 015, 016, 017, 018, 021, 026, 032, 033, 036, 047, and 087 (e.g., instructional aides, speech therapists, etc)) are extracted. You must select this option if any instructional responsibilities are entered in Personnel.

❑ Under **Payroll Data**:

This section is only available if you have access to the ASCENDER Business system. To use the crosswalk tables, the tables must be built prior to extracting data.

Fiscal Year	Select the ending year of the fiscal year that you are reporting. For example, for the 2023-2024 school year, select 4.
Payroll Records	Select to delete all existing payroll records and extract records from Payroll.
Payroll Freq	Select the payroll frequency to include in the extract. Only frequencies you have access to are listed.
Include Acct Type 'S' Distrib	Select to extract supplemental distributions (account type S).

❑ Under **Crosswalks**, select any crosswalk tables you are using. The crosswalk tables must be built prior to running the extract.

Use 80 for Blank Activity	Select to change the payroll activity code to 80 for all payroll distribution records whose activity codes are blank.

Use 80 for Largest Activity	Select to change the payroll activity code to 80 for the employee's largest or only payroll distribution record.
Crosswalk 049	Select to omit a specific fund from the fall submission.
Crosswalk 045	Select to convert a specific fund/subobject combination to a program code.
Crosswalk 046	Select to convert one fund code to another fund code.
Crosswalk 047	Select to convert one object code to another object code.
Crosswalk 048	Select to convert one function code to another function code.
Crosswalk 055	Select to convert a specific fund/function/subobject combination to a program code.
Crosswalk 056	Select to convert a specific fund code to a program code.
Crosswalk 069	Select to convert a specific fund/program combination to a program code.
Crosswalk 040	Select to convert one organization code to another organization code.
Replace 00 in 6XXX with 99	Select to replace program intent codes 00 in 6XXX with 99, when the function code is not 11.

❑ Click **Run** to extract the selected records.

A message is displayed indicating that the extract is complete, and the **Print** button is enabled.

❑ Click **Print** to print the report.

The Print Options window opens allowing you to select a report.

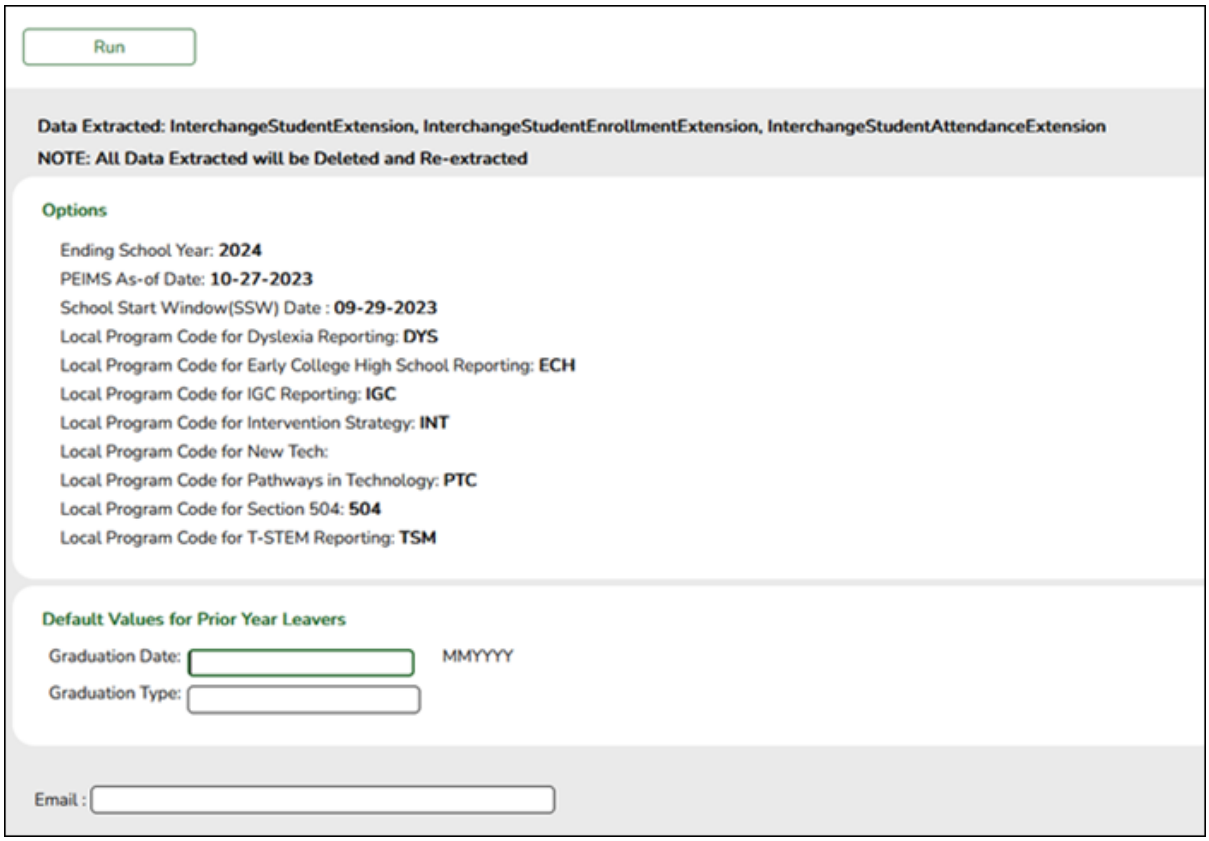
❑ Select a report and click **OK**. The report opens in a new tab/window.

- **Summary** report - Lists errors by campus then employee/teacher ID.
- **Demo** report - Lists staff alphabetically with demo and experience data.
- **Payroll** report - Lists instructors by staff ID with activity code, account code, and amount.
- **Responsibility** report - Lists staff by ID with responsibility records.

❑ Correct any errors. Errors are usually caused by errors in the crosswalk, teacher file, or master schedule.

- Student extract:

State Reporting > Extracts > Fall > Student



Ending School Year	(Display only) The submission year as entered in the **Submission Year** field on State Reporting > Options is displayed.
PEIMS Fall As-of Date	(Display only) The fall as-of date is displayed, as entered in the **As-of Date** field on State Reporting > Options.
School Start Window (SSW) Date	(Display only) The TEA school-start window date is displayed as entered in the **School Start Window (SSW) Date** field on State Reporting > Options.
Local Program for Dyslexia Reporting	(Display only) The district local program code used to track dyslexic students is displayed, as entered in the **Local Program for Dyslexia Reporting** field on State Reporting > Options.
Local Program 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 for IGC Reporting	(Display only) The district local program code used to track students assigned to an Individual Graduation Committee (IGC) is displayed, as entered in the **Local Program for IGC Reporting** field on State Reporting > Options.
Local Program Code for Intervention Strategy	(Display only) The district local program code used to track students participating in an intervention strategy at any time of the year is displayed, as entered in the **Local Program for Intervention Strategy** field on State Reporting > Options.
Local Program 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.

Local Program for Pathways in Technology	(Display only) The district generic program code used to track students in grade levels 9-12 who are participating in the Pathways in Technology (P-TECH) Early College High School program is displayed, as entered in the **Generic Program for Pathways in Technology** field on State Reporting > Options.
Local Program Code for Section 504	(Display only) The district local program code used to track students who receive assistance through either an aid, accommodation, or service under Section 504 Rehabilitation Act of 1973 at any time during the school year is displayed, as entered in the **Local Program for Section 504** field on State Reporting > Options.
Local Program 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.
Default Values for Prior Year Leavers	The following values are used if either the **Graduation Type** and/or **Graduation Date** field is blank on Registration > Maintenance > Prior Year Leaver Tracking: **Graduation Date**: Type the month and year of the graduation date. **Graduation Type**: Type the plan under which the student graduated (e.g., 34 - Foundation High School Program). TWEDS Data Element: GRADUATION-TYPE-CODE (E0806) (Code table: C062) These fields must contain values if you are reporting any graduates (i.e., students with leaver code 01 - Graduate).
Email	(Optional) Type your email address if you wish to receive email notification when the extract is complete.

❑ Click **Run**.

A message is displayed indicating that the extract has started.

You can either wait for an email notification that the extract is complete, or view the status of the extract on Extracts > Extracts Status.

The email message is delivered to your Inbox once the extract is completed, if you entered an email address.

❑ When your extract is complete, you can view the associated error reports from Extracts > Extracts Status.

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

- Extract status:

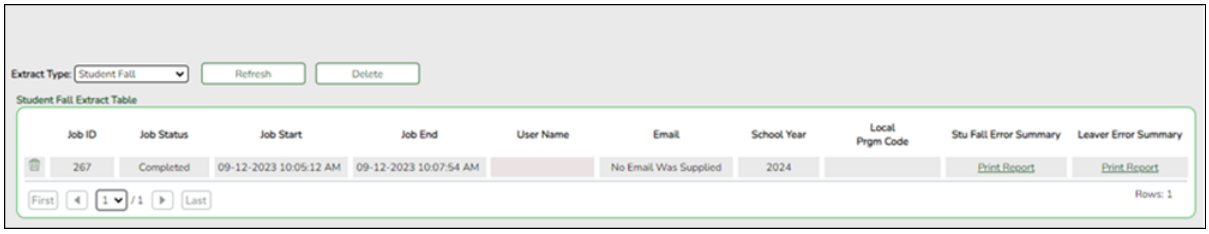
  State Reporting > Extracts > Extract Status

Extract Type	Select the extract type for which you want to check job status or completion. Extract Type: Student Fall Refresh Delete

- The list of jobs for the selected extract type is displayed, sorted by date in descending order.
- The data can be re-sorted.

  A white triangle is displayed in the heading row next to the column by which the grid is currently sorted. If the column is sorted in ascending order, the triangle points up. If the column is sorted in descending order, the triangle points down.

  - To re-sort data in the grid, click the underlined column heading. It will sort in ascending order.
  - Click it again to sort in descending order.



Job ID	The unique ID for each job is displayed. The number is automatically generated.
Job Status	“In Progress,” “Failed,” or “Completed” is displayed for each job listed. “In Progress” is displayed until the extract is complete. Once the extract is complete, “Completed” is displayed, and the **Job End** field displays the date and time at which the extract was completed. **NOTE:** Click **Refresh** to see the updated status.
Job Start	The date and time when the job was run is displayed.
Job End	The date and time when the job was completed is displayed.
User Name	The name of the person who submitted the job, according to the user ID, is displayed.
User Email	The user's email address is displayed, as entered on the Extract page.
School Year	The school year for which the extract was run is displayed.

Various error reports may be displayed if errors are encountered. Click **Print Report**. Review and correct all errors.

Student records are not extracted if the following conditions exist:

Blank or invalid SSN, including 000000000

Blank Texas Unique Student ID

Invalid student record status

Duplicate SSNs (The first student encountered with the SSN is extracted; all others with the same SSN are not extracted.)

Verify the counts for each record type, and determine the reason for each bypassed student.

If students are bypassed:

1. Correct data in the student files.
2. Run the Delete/Clear Tables utility to delete or clear previous data for the desired tables.
3. Re-extract the data.
4. Verify the data.
5. Repeat until no students are bypassed.

Stu Fall Error Summary:

Date Run: 2-19-2021 14:09:09
Ending School Year: 2021
Cnty Dist: 031-776
As-of Date: 10-30-2020
SSW Date: 10-30-2020

PEIMS Fall Student Extract
TEXAS ISD
Summary Report

Page: 1 of 2

Campus	Local ID	Name	Error - Fatals Will Not Be Extracted
001	504115	ADAME, ANDREA LYNN	Special Warning - If As of Status is not A, then Crisis Code must be 8A, 8B, 8C, 9A, 9B, or 9C.
001	101177	ADAMS, JONATHAN DOUGLAS	Special Warning - If As of Status is not A, then Crisis Code must be 8A, 8B, 8C, 9A, 9B, or 9C.
001	301102	BAKER, JASMINE JOSE	FATAL - If homeless status is not 0 and As Of Status is B, D, F or X then At Risk must be 1.
001	101133	BAKER, MADISYN A	Special Warning - If As of Status is not A, then Crisis Code must be 8A, 8B, 8C, 9A, 9B, or 9C.
001	504657	CALVILLO, RHIANNON LEANN	Special Warning - If As of Status is not A, then Crisis Code must be 8A, 8B, 8C, 9A, 9B, or 9C.
001	504234	CALVILLO, YANITZA LEE	Special Warning - If As of Status is not A, then Crisis Code must be 8A, 8B, 8C, 9A, 9B, or 9C.
001	504126	CUMPIAN, BAILEY ANN	Special Warning - If As of Status is not A, then Crisis Code must be 8A, 8B, 8C, 9A, 9B, or 9C.
001	504214	CURTIS, ANNA	Special Warning - If As of Status is not A, then Crisis Code must be 8A, 8B, 8C, 9A, 9B, or 9C.
001	503823	GARCIA, EMERY WAYNE	Special Warning - If As of Status is not A, then Crisis Code must be 8A, 8B, 8C, 9A, 9B, or 9C.

Final page:

Date Run: 2-19-2021 14:09:09
Ending School Year: 2021
Cnty Dist: 031-776
As-of Date: 10-30-2020
SSW Date: 10-30-2020

PEIMS Fall Student Extract
TEXAS ISD
Summary Report

Page: 2 of 2

Campus	Local ID	Name	Error - Fatals Will Not Be Extracted
101	700234	NUCCIO, BENJAMIN TODD	FATAL - If Grade Level is PK and ADA Eligibility is 1, 2, 3, or 6, then either LEP/English learner (EL) must be 1, Economic Disadvantage must be 01, 02, or 99, Military Connected must be 4, Foster Care must be 1 or 2, Homeless Status must be a value other than 0, Star of Texas Award must be checked, or PK Elig Prev Year must be checked (40100-0109).
999			End of Error List

Total Records Processed:	4105	Total Errors:	50
Demographic Records:	1740	Demographic Errors:	48
Enrollment Records:	1556	Enrollment Errors:	1
Leaver Records:	134	Leaver Errors:	0
CTE Records:	0	CTE Errors:	0
CTE Course Records:	0	CTE Course Errors:	0
Special Ed Records:	675	Special Ed Errors:	0

Leaver Error Summary:

Sch Year: 2021
Cnty Dist: 031-776
Date Run: 2-19-2021 14:09:09

Create Leaver Tracking Records (No Shows)
The Following Records Were Not Created
TEXAS ISD

Page: 1 of 1

Campus	Stu ID	Name	Lvr Rsn	Graduation Date	Graduation Type	Year End Status	PEIMS ID	Reason Failed
								No Leaver Errors

Total Leaver Records Read:	33
Total Leaver Error Records:	
Total Leaver Tracking Records Written:	33

- 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 are:

- Organization-District (010) (10010 - *LocalEducationAgencyExtension* complex type)
- Organization-Campus (020) (10020 - *SchoolExtension* complex type)
- Finance-Budget (030) (20030 - *BudgetExtension* complex type)
- Finance-Actual (032) (20032 - *ActualExtension* complex type) **(not used for Submission 1)**
- Finance-SSA Actual (033) (20033 - *SharedServiceArrangementExtension* complex type) **(not used for Submission 1)**

IMPORTANT! Only these record types can be imported. **All other records are skipped.**

File layout

010 Records (10010 - *LocalEducationAgencyExtension* Complex Type):

Record Type Code	District ID	District Name	blank	Total Num School Board Requests	Total Cost School Board Requests	ARMED-SERVICES-VOC-APT-BATTERY-INDICATOR-CODE	Filler
E0755	E0212	E0213		E1556	E1557	E1625	
C042				C200		C217	
Cols 1-3	Cols 4-9	Cols 10-43	Cols 44-62	Cols 63-65	Cols 66-71	Cols 72-73	Cols 74-80

020 Records (10020 - *SchoolExtension* Complex Type):

Input Record Type Code	District/Campus ID	Campus Name	blank	NSLP Code	Bullying Incidents	Cyberbullying Incidents
E0755	E0266	E0267		E1591	E1727	E1728
C042				C212		
Cols 1-3	Cols 4-12	Cols 13-46	Cols 47-65	Cols 66-67	Cols 69-73	Cols 74-78

030 Records (20030 - *BudgetExtension* Complex Type):

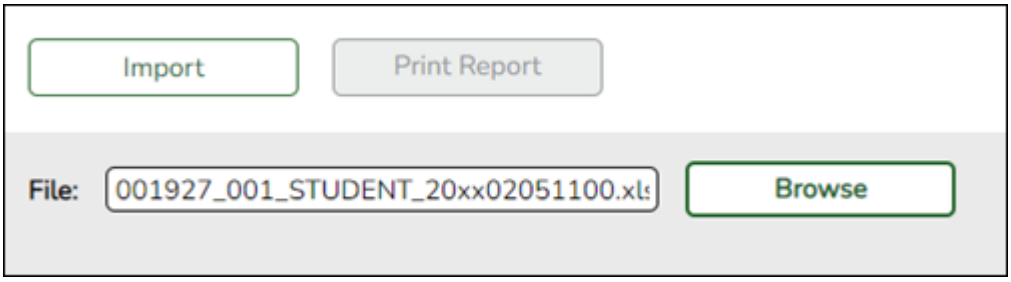
Input Record Type Code	District ID	Fund Code	Function Code	Object Code	Organization Code	Fiscal Year	Program Intent Code	Budget Amount	Filler
E0755	E0212	E0316	E0317	E0318	E0319	E0974	E0320	E0321	
C042		C145	C146	C159			C147		
Cols 1-3	Cols 4-9	Cols 10-12	Cols 13-14	Cols 15-18	Cols 19-21	Col 22	Cols 23-24	Cols 25-35	Cols 36-80

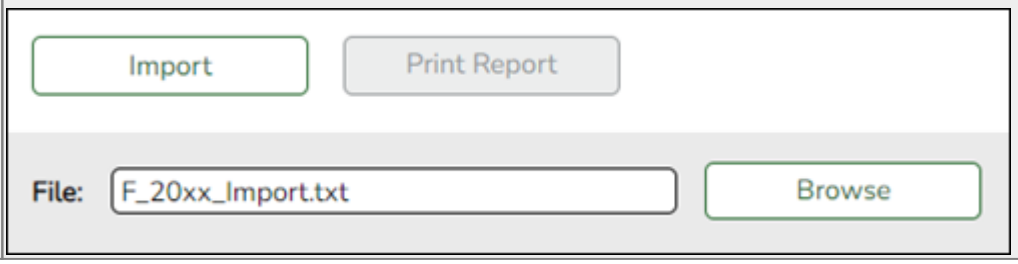
032 Records (20032 - *ActualExtension* Complex Type):

Input Record Type Code	District ID	Fund Code	Function Code	Object Code	Organization Code	Fiscal Year	Program Intent Code	Actual Amount	Filler
E0755	E0212	E0316	E0317	E0318	E0319	E0974	E0320	E0774	
C042		C145	C146	C159			C147		
Cols 1-3	Cols 4-9	Cols 10-12	Cols 13-14	Cols 15-18	Cols 19-21	Col 22	Cols 23-24	Cols 25-35	Cols 36-80

033 Records (20033 - *SharedServiceArrangementExtension* Complex Type):

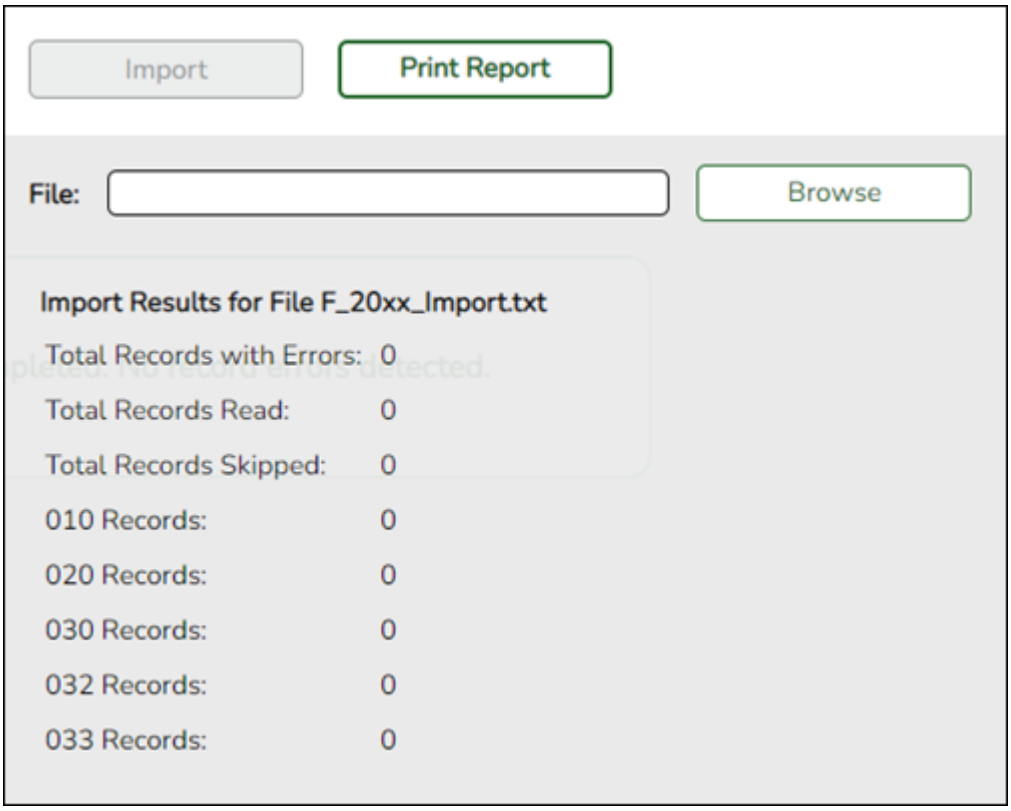
Input Record Type Code	District ID	Shared Svcs Arr Member Dist ID	Shared-Svcs-Arrangemt-Type-Code	Fund Code	Fiscal Year	Actual Amount	Filler
E0755	E0212	E0981	E0776	E0316	E0974	E0774	
C042			C049	C145			
Cols 1-3	Cols 4-9	Cols 10-15	Cols 16-17	Cols 18-20	Col 21	Cols 22-32	Cols 33-80



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**.

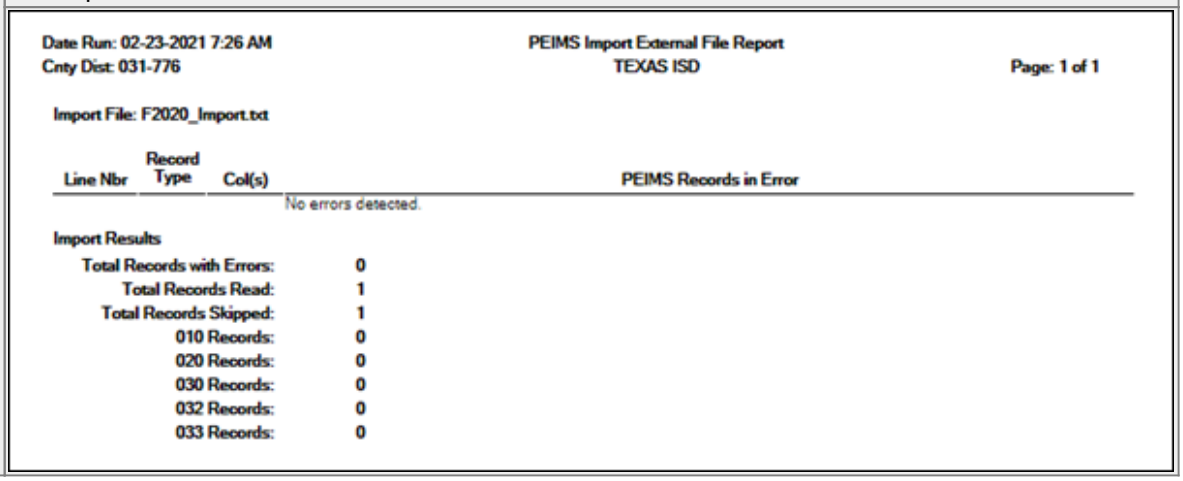
When the import is complete, results are displayed, including counts of errors, records read, records skipped, and records by type.



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.



Date Run: 02-23-2021 7:26 AM
Cnty Dist: 031-776

PEIMS Import External File Report
TEXAS ISD

Page: 1 of 1

Import File: F2020_Import.txt

Line Nbr	Record Type	Col(s)	PEIMS Records in Error
			No errors detected.

Import Results

Total Records with Errors:	0
Total Records Read:	1
Total Records Skipped:	1
010 Records:	0
020 Records:	0
030 Records:	0
032 Records:	0
033 Records:	0

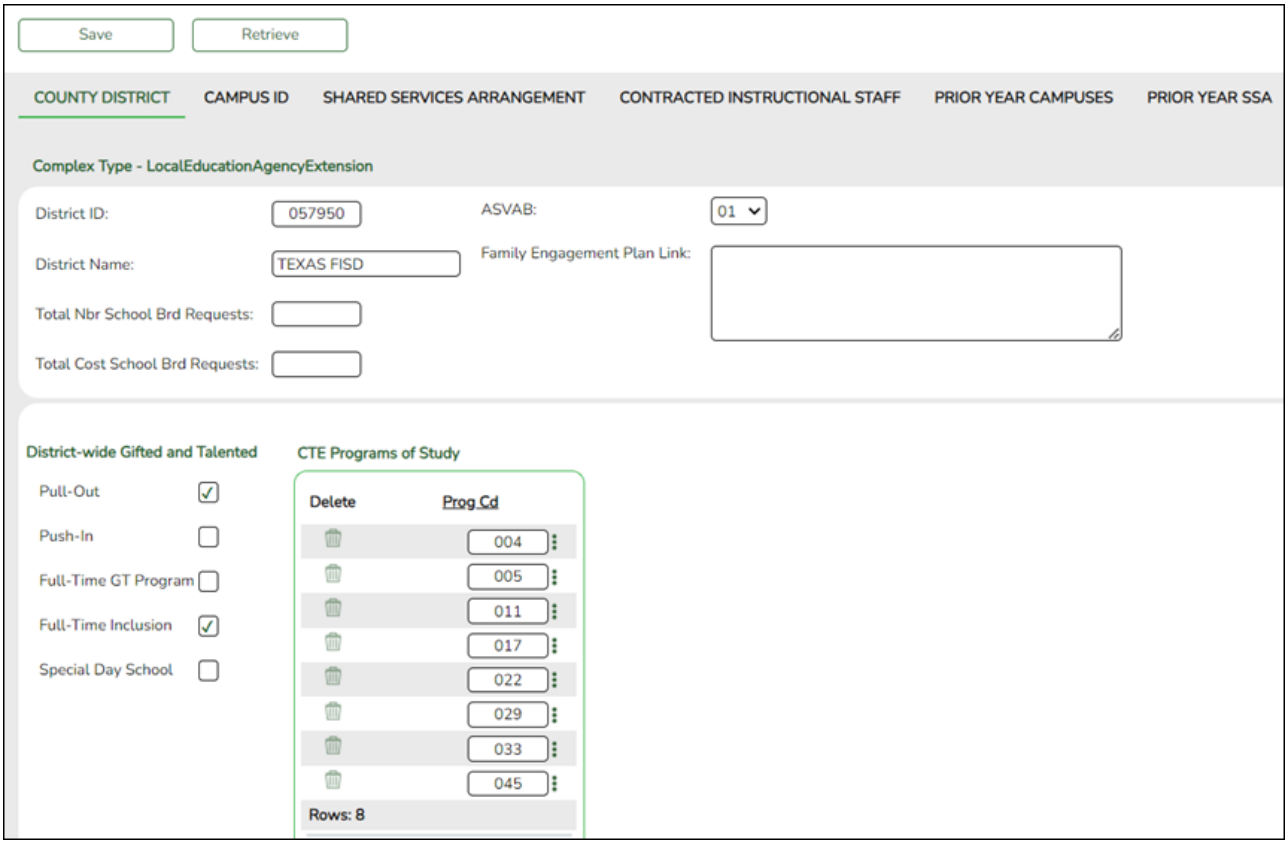
Contact the TSDS PEIMS Coordinator at your regional education service center for further assistance.

VIII. After You Extract Data

- Verify and update frozen organization data.

> The following Organization data is always maintained from the maintenance pages; there is no extract, unless you used the Import External File utility.

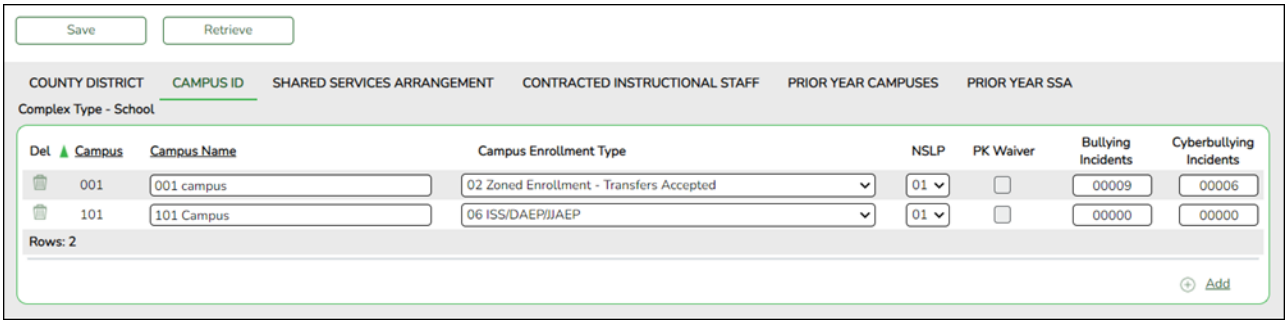
State Reporting > Maintenance > Organization > County District



Reported Elements from County/District:

Element	Code Table	Data Element	ASCENDER Name
E0212	—-	DISTRICT-ID	District ID
E0213	—-	DISTRICT-NAME	District Name
E1625	—-	ARMED-SERVICES-VOC-APT-BATTERY-INDICATOR-CODE	ASVAB **NOTE**: As of the 2019-2020 school year, the field is not mandatory at campuses that do not offer grade levels 10-12, per TWEDS 2020.2.0. The field is required at campuses with grade levels 10-12.
E1645	C223	GIFTED-TALENTED-PROGRAM-CODE	District-wide Gifted and Talented
E1643	C220	PROGRAM-OF-STUDY	CTE Programs of Study

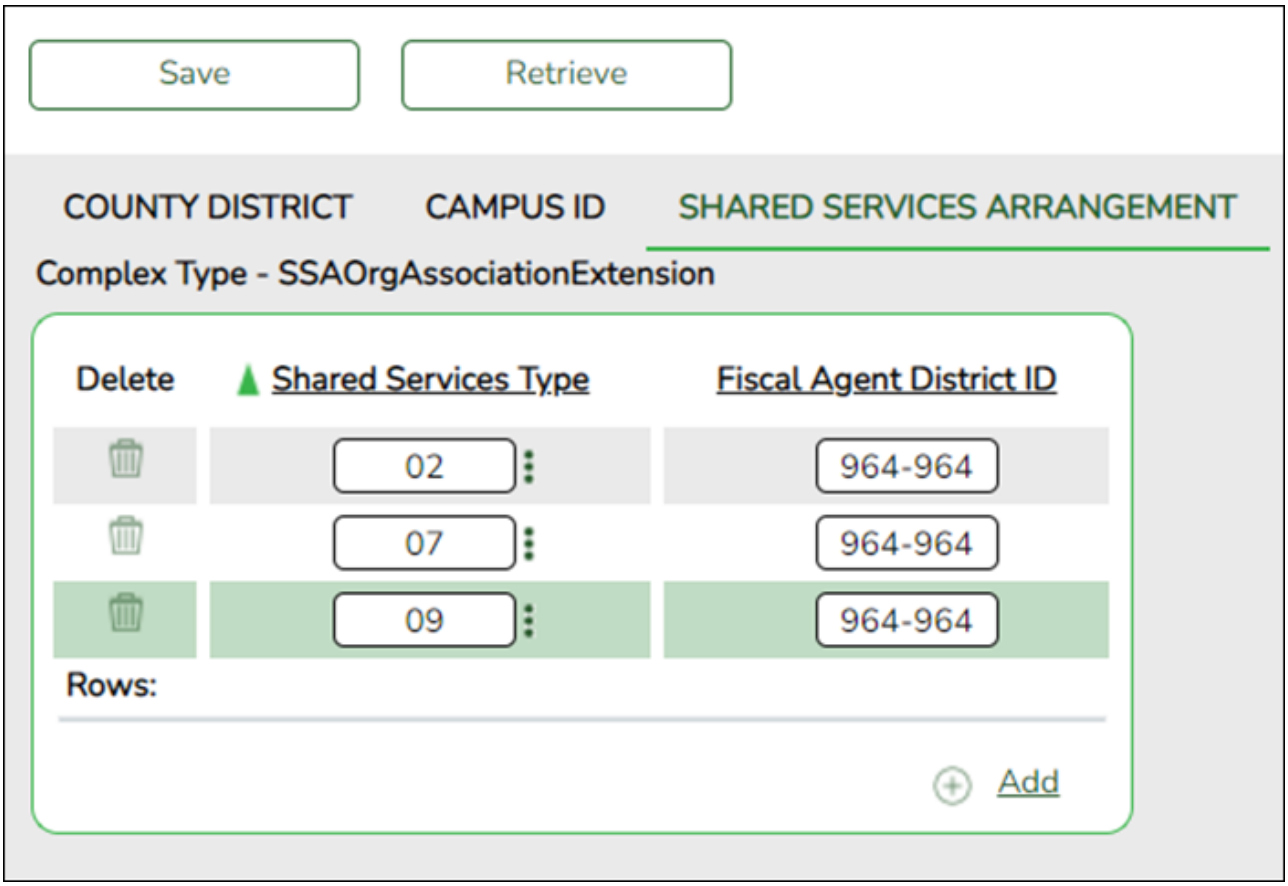
State Reporting > Maintenance > Organization > Campus ID



Reported Elements from Campus ID:

Element	Code Table	Data Element	ASCENDER Name
E0266	—-	CAMPUS-ID	Campus
E1641	C219	CAMPUS-ENROLLMENT-TYPE-CODE	Campus Enrollment Type
E1591	—-	NSLP-TYPE-CODE	NSLP **IMPORTANT**: **Campus Name** must match the name in the TEA Directory in AskTED.

State Reporting > Maintenance > Organization > Shared Services Arrangement

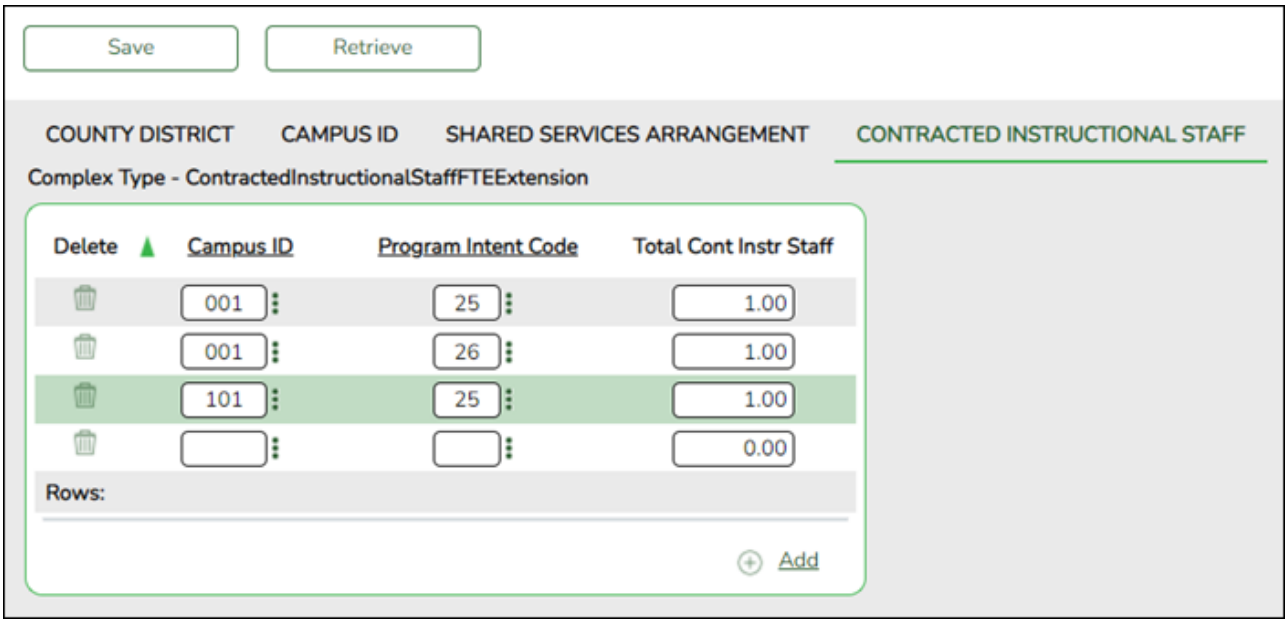


Reported Elements from Shared Services Arrangement:

Element	Code Table	Data Element	ASCENDER Name
E0779	C049	SHARED-SVC-ARRANGEMT-TYPE-CODE	Shared Services Type
E0777	—-	FISCAL-AGENT-DISTRICT-ID	Fiscal Agent District ID

NOTE: For the fall submission, Shared Service Arrangements are not reported for charter schools.

State Reporting > Maintenance > Organization > Contracted Instructional Staff



Reported Elements from Contracted Instructional Staff:

Element	Code Table	Data Element	ASCENDER Name
E0320	C049	PROGRAM-INTENT-CODE	Program Intent Code
E0980	—-	TOTAL-CONTRACTED-INSTR-STAFF-FTES	Total Contracted Instru Staff

When calculating contracted instructional staff FTEs, the following items must be considered:

- The percent of the day worked (number of hours worked divided by the number of work hours in the standard day),
- The percent of days per week worked (number of days worked divided by 5), and
- The percentage of weeks worked (the number of weeks worked divided by the number of weeks in the work year).
- Round up to the nearest hundredth (e.g., 9.721 FTEs is reported as 00973).

For example, Mrs. Ramirez is hired on a contracted instructional staff basis to teach the tuba to three tuba players. Her contract specifies that she will work two hours each Monday and each Friday for the entire school year. Her FTE is 0.25 (two hours worked divided by the eight hour work day in the district) multiplied by 0.40 (two days divided by five days) multiplied by 1.0 (36 weeks worked divided by the 36 week instructional year), for a reported FTE of 0.10.

IX. Update Census Block Data

- Update census block data.
  1. Create a file for the purposes of assigning a Census Block GEO ID.

     State Reporting > Utilities > TEA Census Block > Export Address

     IMPORTANT: This utility must be run in the Firefox browser. This utility allows you to create a file for the purposes of assigning a Census Block GEO ID.

     NOTE: Users will use the **Census Block Group Tool** to look up a census block number for a single address, or upload a .CSV file with multiple addresses to which the system applies a census block number. For additional information and instructions on how to download the Census Block Group Tool, login to the TSDS Portal (TEA Login (TEAL)) and refer to the **TSDS Census Block Group Tool User Guide** PDF.

     ❑ Click **Missing/Invalid Data Report**.

     A report opens that provides a list of students not eligible for the census block export due to errors.

     Students are included on the report if they are ineligible due to any of the following conditions:

     • **Blank UID** - The column displays **Yes** for students with a blank Texas Unique Student ID.
     • **Homeless** - The column displays **Yes** if the student is homeless.
     • **Invalid Address** - The column displays **Yes** if the student has an invalid physical address.
     • **ADA Eligibility** - The column displays **Yes** if the student's code is 0, 4, 5, or 8 (by PEIMS As-of date). The student's code must be 1, 2, 3, 6, 7, or 9 (as of the PEIMS date).

     ❑ Click **Execute**.

     A .csv file is generated that can be exported to the TEA to obtain census block data for eligible students who do not have it. The file contains the student's Texas Unique Student ID and physical address (street number and name, city, state, and zip code).

IMPORTANT: The TEA-calculated file must complete in text format and must be saved **Save as Type** .CSV (comma delimited) to import.

2. Import file to assign Census Block GEO ID to eligible students.

   State Reporting > Utilities > TEA Census Block > Import Census Block

IMPORTANT: This utility must be run in the Firefox browser. This utility allows you to import a .csv file of Census Block GEO ID to assign the Census Block data to eligible students. This automatically populates the **Student Census Block** field on State Reporting > Maintenance > Fall > Student > Demo.

❑ Save the file as a .csv file with a unique name (e.g., ASCENDERISD_CENSUS_BLOCK.csv).

❑ Click **Browse** to locate and select the .csv file provided by the TEA.

❑ Click **Import**.

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

❑ Click **Print Report** to view the file and any errors. The number of records updated or inserted in the census block table is also included.

NOTE:
This process also applies if you changed the address for one or several students, putting them into a different block:

❑ Add the student(s) to TEA spreadsheet and calculate.
❑ Created a new TEA .csv with only that one student (or several students).
❑ Import the file.

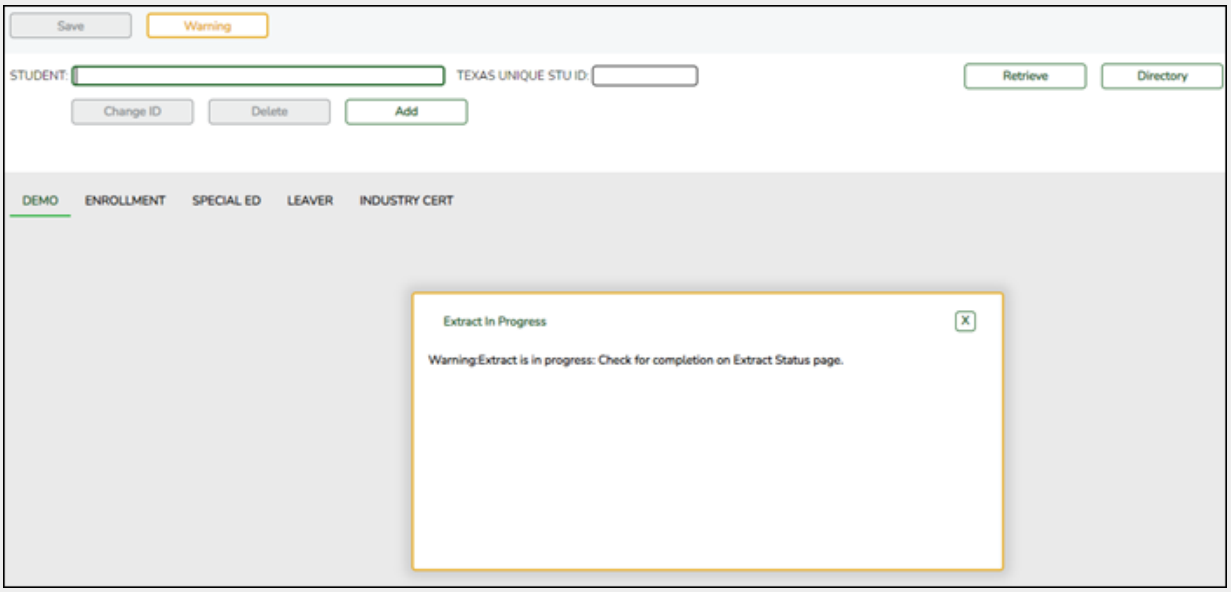
X. Correct Frozen Data

- Correct frozen data.

You may find extracted or merged records containing incomplete or inaccurate information. Use the State Reporting fall maintenance pages to update and correct the data saved in the district database (i.e., frozen data). These pages provide many of the rules defined in the TWEDS to help ensure that the data entered will be accepted.

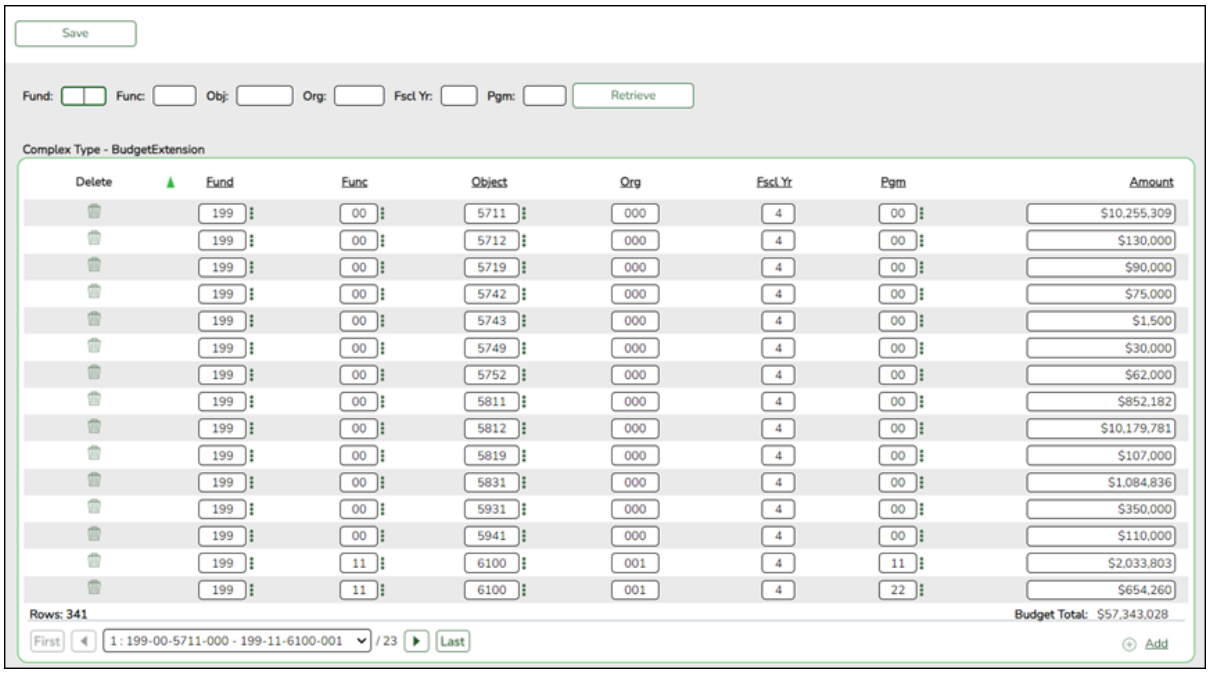
NOTE: Data on these pages is updated every time data is extracted, including data that is manually entered.

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



- Correct Budget data.

  State Reporting > Maintenance > Fall > Finance Budget



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

Cross reference for Finance Budget tab:

State Reporting Field	Element	ASCENDER Field(s)
Fscl Yr	FISCAL-YEAR (E0974)	Calculated
Budget Total		Calculated
Finance > Maintenance > Create Chart of Accounts		
Fund	FUND-CODE (E0316) (Code table: C145)	**Account Code**
Func	FUNCTION-CODE (E0317) (Code table: C146)	**Account Code**
Object	OBJECT-CODE (E0318) (Code table: C159)	**Account Code**
Org	ORGANIZATION-CODE (E0319)	**Account Code**
Pgm	PROGRAM-INTENT-CODE (E0320) (Code table: C147)	**Account Code**
Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry		
Amount	BUDGET-AMOUNT (E0321)	

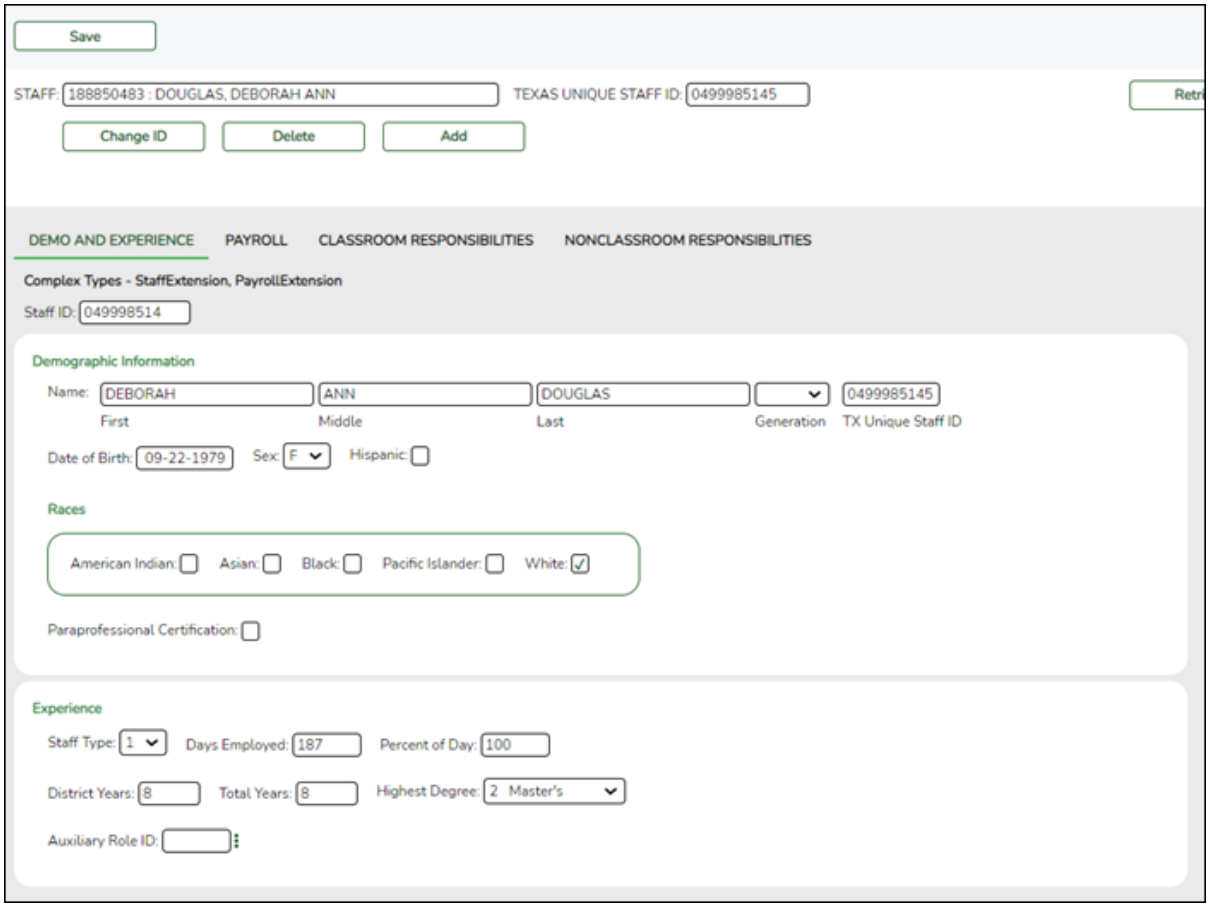
- Correct Staff data.

NOTE:

- Non-employee data imported from the Import Staff File utility can also be maintained in District Admin.

- If you make changes on a ASCENDER State Reporting maintenance page, such as changing a staff ID, you should verify that the change was also made in Personnel (***Personnel > Maintenance > Staff Demo > Demographic Information*** and ***Personnel > Utilities > Change Staff ID***).

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



Update data for the *StaffExtension* and *PayrollExtension* complex types as needed.

- **First**, **Middle**, and **Last Name** fields now allow up to 50 characters each.

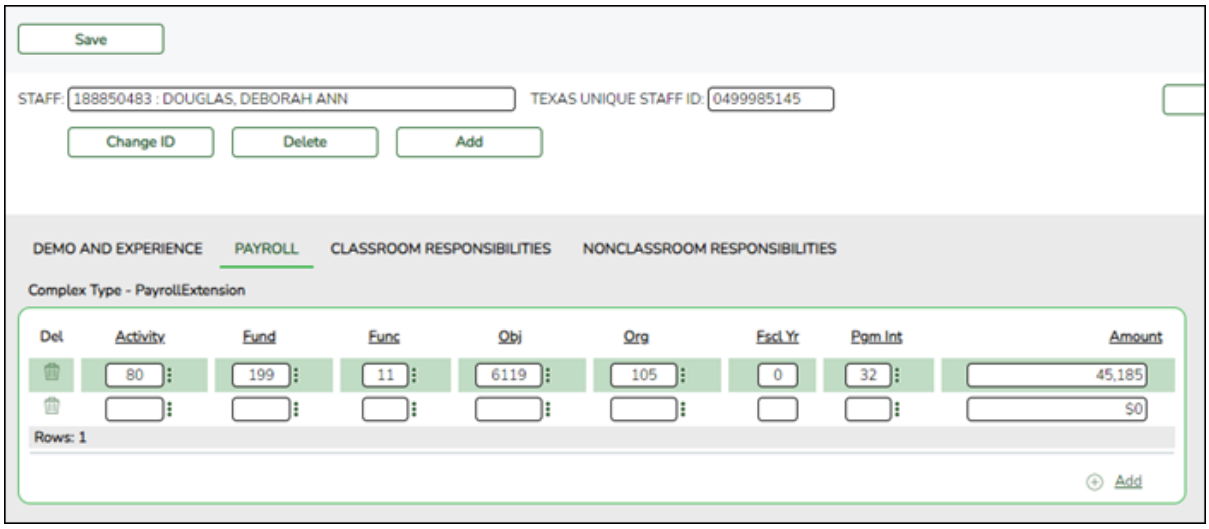
Cross reference for Staff Demo and Experience tab:

State Reporting Field	Element	ASCENDER Field(s)
District Admin > Maintenance > Non-Employee		

State Reporting Field	Element	ASCENDER Field(s)
Staff Type	STAFF-TYPE-CODE (E1073) (Code table: C181)	• 1 - School District Or Charter School Employee • 3 - Contracted Professional Staff • 4 - In-District Charter Prtnr Campus Teacher
Personnel > 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)	
Personnel > Maintenance > Staff Job/Pay Data > Employment Info		
Percent of Day	PERCENT-DAY-EMPLOYED (E0760)	**Percent Day Employed**
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**
Personnel > Maintenance > Staff Job/Pay Data > Job Info		

State Reporting Field	Element	ASCENDER Field(s)
Days Employed	NUMBER-DAYS-EMPLOYED (E0160)	**Calendar/Local Info - # of Days Empld**

State Reporting > Maintenance > Fall > Staff > Payroll

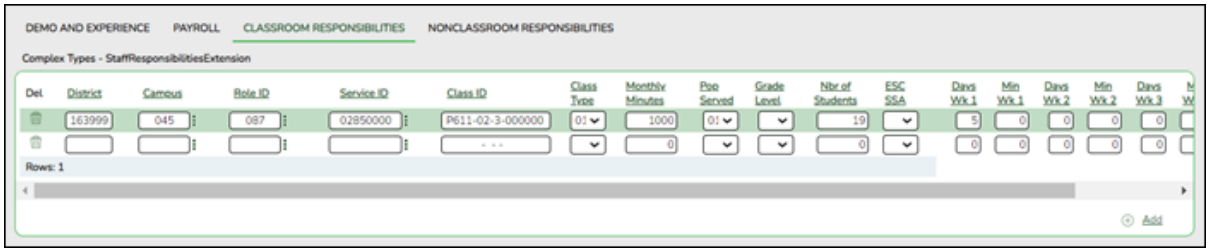


Update data for the *PayrollExtension* complex type as needed.

Cross reference for Staff Payroll tab:

State Reporting Field	Element	ASCENDER Field(s)
Fscl Yr	FISCAL-YEAR (E0974)	**last digit of current fiscal year for fund (e.g., 0 for 2021-2022)**
Personnel > Maintenance > Staff Job/Pay Data > Distributions		
Activity	PAYROLL-ACTIVITY-CODE (E0424) (Code table: C018)	**Activity Code**
Fund	FUND-CODE (E0316) (Code table: C145)	**Account Code**
Func	FUNCTION-CODE (E0317) (Code table: C146)	**Account Code**
Obj	OBJECT-CODE (E0318) (Code table: C159)	**Account Code**
Org	ORGANIZATION-CODE (E0319)	**Account Code**
Pgm Int	PROGRAM-INTENT-CODE (E0320) (Code table: C147)	**Account Code**
Amount	PAYROLL-AMOUNT (E0425)	**Amount**

State Reporting > Maintenance > Fall > Staff > Classroom Responsibilities

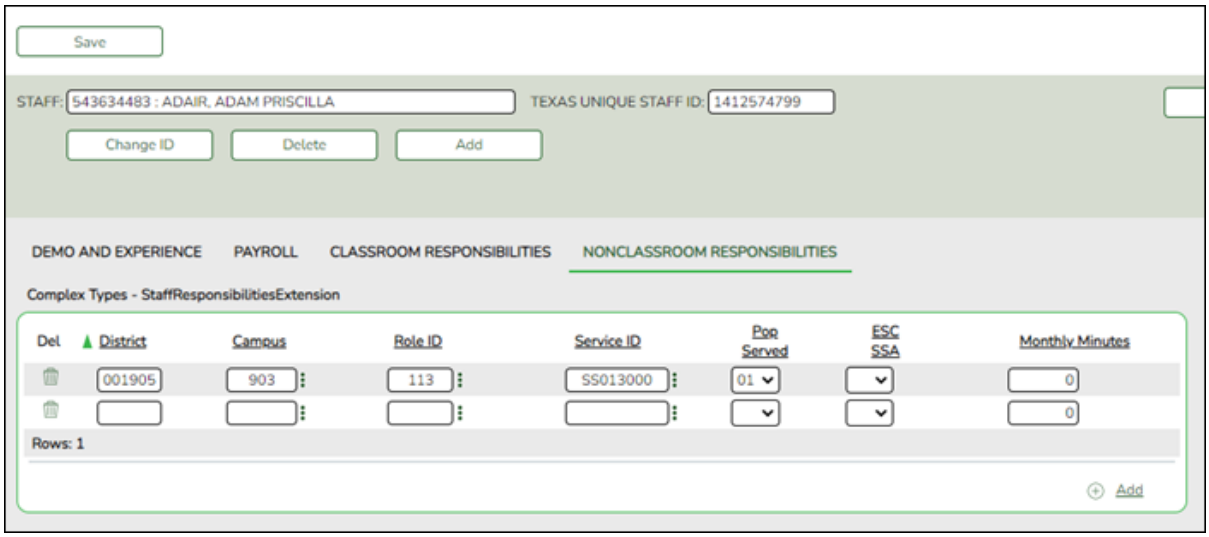


Update data for the *StaffResponsibilitiesExtension* complex type as needed for services that occur inside the classroom.

Cross reference for Staff Classroom Responsibilities tab:

State Reporting Field	Element	ASCENDER Field(s)
District	E0212 DISTRICT-ID	
Personnel > Maintenance > Staff Demo > Responsibility		
Campus	CAMPUS-ID (E0266)	**Campus**
Role ID	ROLE-ID (E0721) (Code table: C021)	**Role ID**
Service ID	SERVICE-ID (E0724) (Code table: C022)	**Service ID**
Class ID	CLASS-ID-NUMBER (E1056)	**Class ID**
Class Type	CLASS-TYPE-CODE (E1055) (Code table: C179)	**Class Type**
Monthly Minutes	MONTHLY-MINUTES (E1057)	**Monthly Minutes**
Pop Served	POPULATION-SERVED-CODE (E0747) (Code table: C030)	**Pop Served**
Nbr of Students	NUMBER-STUDENTS-IN-CLASS (E0170)	**# of Students**
ESC SSA	ESC-SSA-STAFF-INDICATOR-CODE (E1015) (Code table: C169)	**ESC/SSA**
Days Wk 1-4 (PE instructors only)	NUMBER-DAYS-TAUGHT-WEEK-1 (E1604) NUMBER-DAYS-TAUGHT-WEEK-2 (E1605) NUMBER-DAYS-TAUGHT-WEEK-3 (E1606) NUMBER-DAYS-TAUGHT-WEEK-4 (E1607)	**Days Wk 1-4**
Min Wk 1-4 (PE instructors only)	NUMBER-MINUTES-TAUGHT-WEEK-1 (E1608) NUMBER-MINUTES-TAUGHT-WEEK-2 (E1609) NUMBER-MINUTES-TAUGHT-WEEK-3 (E1610) NUMBER-MINUTES-TAUGHT-WEEK-4 (E1611)	**Min Wk 1-4**

State Reporting > Maintenance > Fall > Staff > Nonclassroom Responsibilities



Update data for the *StaffResponsibilitiesExtension* complex type as needed for services performed outside the classroom.

Cross reference for Staff Nonclassroom Responsibilities tab:

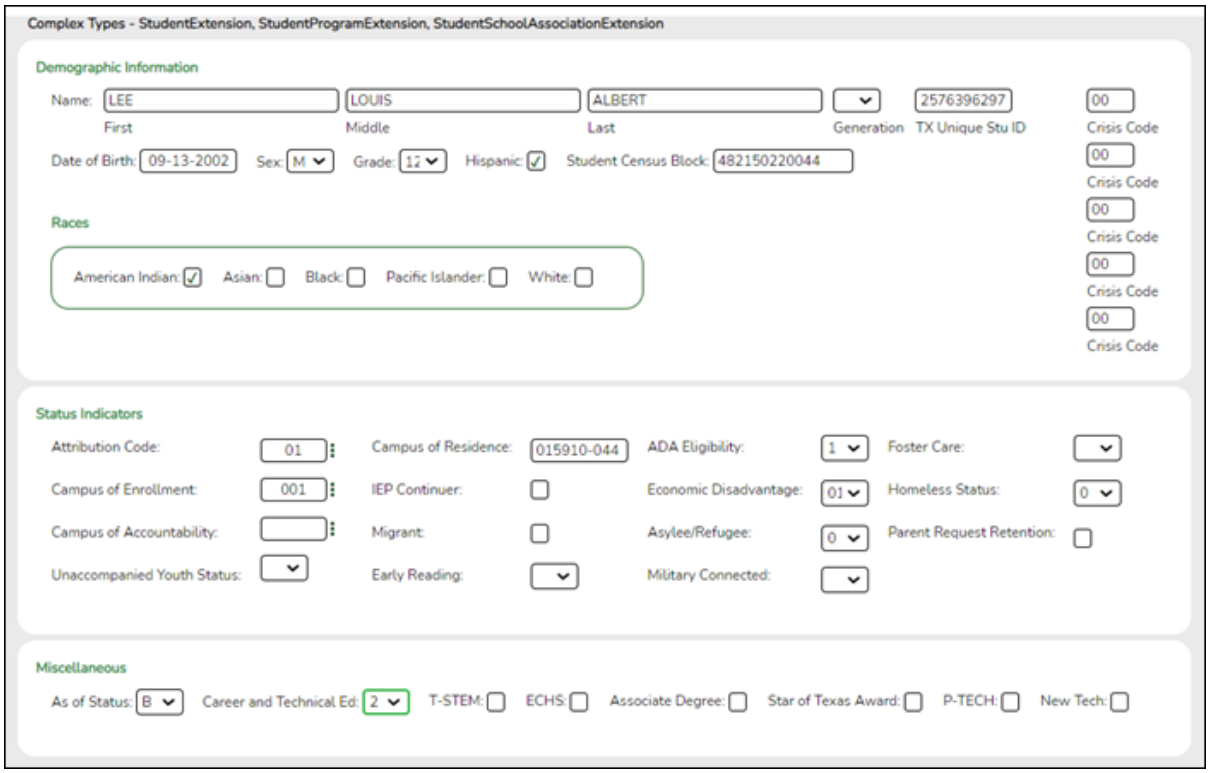
State Reporting Field	Element	ASCENDER Field(s)
District	E0212 DISTRICT-ID	
Human Resources > Maintenance > Staff Demo > Responsibility		
Campus	CAMPUS-ID (E0266)	**Campus**
Role ID	ROLE-ID (E0721) (Code table: C021)	**Role ID**
Service ID	SERVICE-ID (E0724) (Code table: C022)	**Service ID**
Pop Served	POPULATION-SERVED-CODE (E0747) (Code table: C030)	**Pop Served**
ESC SSA	ESC-SSA-STAFF-INDICATOR-CODE (E1015) (Code table: C169)	**ESC/SSA**
Monthly Minutes	MONTHLY-MINUTES (E1057)	**Monthly Minutes**

- Correct Student data.

Any student data that is updated in ASCENDER State Reporting should also be updated in the ASCENDER Student applications.

> **NOTE:** Click **Delete** to completely delete the student from State Reporting.

State Reporting > Maintenance > Fall > Student > Demo



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

- **First**, **Middle**, and **Last Name** fields now allow up to 60 characters each
- **Student Census Block** field
- **New Tech** field
- **Parent Request Retention** field

Cross reference for Student Demo tab:

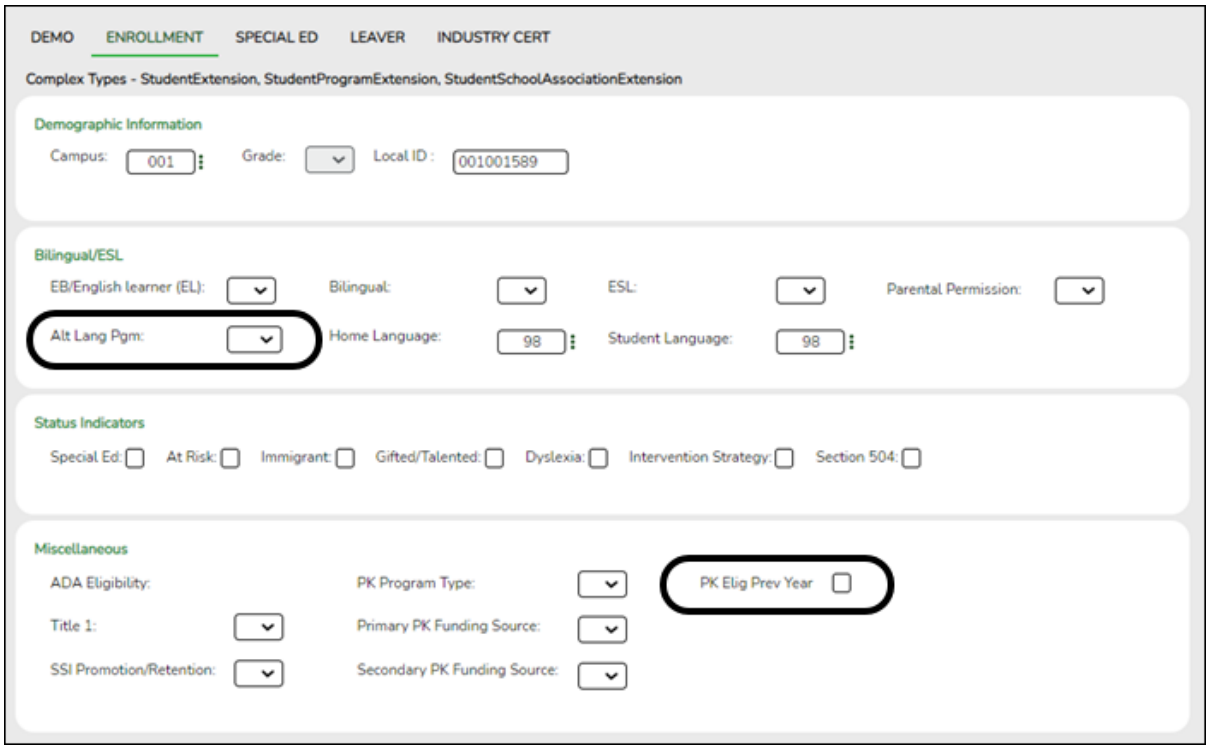
State Reporting Field	Element	ASCENDER Field(s)
Graduation Plan > Maintenance > Student > Individual Maintenance > Performance Acknowledgement		
Associate Degree	ASSOCIATE-DEGREE-INDICATOR-CODE (E1596) (Code table: C088)	**Associate Degree**
Registration > Maintenance > Student Enrollment > Demo1		
First Name	FIRST-NAME (E0703)	**Name - First**
Middle Name	MIDDLE-NAME (E0704)	**Name - Middle**
Last Name Name	LAST-NAME (E0705)	**Name -Last**
Generation	GENERATION-CODE (E0706) (Code table: C012)	**Name - Gen**
TX Unique Stu ID	TX-UNIQUE-STUDENT-ID (E1523)	**Texas Unique Student ID**
Date of Birth	DATE-OF-BIRTH (E0006)	**DOB**
Sex	SEX-CODE (E0004) (Code table: C013)	**Sex**
Grade Level	GRADE-LEVEL-CODE (E0017) (Code table: C050)	**Grade**

State Reporting Field	Element	ASCENDER Field(s)
Hispanic	HISPANIC-LATINO-CODE (E1064) (Code table: C088)	**Hispanic/Latino**
Races - American Indian	AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059) (Code table: C088)	**American Indian/Alaskan Native**
Races - Asian	ASIAN-CODE (E1060) (Code table: C088)	**Asian**
Races - Black	BLACK-AFRICAN-AMERICAN-CODE (E1061) (Code table: C088)	**Black/African American**
Races - Pacific Islander	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062) (Code table: C088)	**Hawaiian/Pacific Isl**
Races - White	WHITE-CODE (E1063) (Code table: C088)	**White**
Attribution Cd	STUDENT-ATTRIBUTION-CODE (E1000) (Code table: C161)	**Attribution Cd**
Campus of Residence	CAMPUS-ID-OF-RESIDENCE (E0903)	**Camp ID Resid**
ADA Eligibility	ADA-ELIGIBILITY-CODE (E0787) (Code table: C059)	**Elig Code**
Economic Disadvantage	ECONOMIC-DISADVANTAGE-CODE (E0785) (Code table: C054)	**Eco Disadvan**
Military Connected	MILITARY-CONNECTED-STUDENT-CODE (E1529) (Code table: C197)	**Military Connected**
Foster Care	FOSTER-CARE-INDICATOR-CODE (E1528) (Code table: C196)	**Foster Care**
Star of Texas Award	STAR-OF-TEXAS-INDICATOR-CODE (E1601) (Code table: C088)	**Star of Texas Award**
Registration > Maintenance > Student Enrollment > Demo3		
Campus of Accountability	CAMPUS-ID-OF-ACCOUNTABILITY (E1027)	**Campus of Account**
Unaccompanied Youth Status	UNACCOMPANIED-YOUTH-STATUS-CODE (E1084) (Code table: C192)	**Unaccomp Youth Status Cd**
Migrant	MIGRANT-INDICATOR-CODE (E0984) (Code table: C088)	**Migrant**
Early Reading	EARLY-READING-INDICATOR-CODE (E1522) (Code table: C195)	**Early Reading Cd**
Asylee/Refugee	UNSCHOOLED-ASYLEE/REFUGEE-CODE (E1076) (Code table: C183)	**Asylee/Refugee Cd**
Homeless Status	HOMELESS-STATUS-CODE (E1082) (Code table: C189)	**Homeless Status Cd**
Registration > Maintenance > Student Enrollment > W/R Enroll		
Campus of Enrollment	CAMPUS-ID-OF-ENROLLMENT (E0782)	**Entry/Exit Date**
Registration > Maintenance > Student Enrollment (Directory)		
Local ID	LOCAL-STUDENT-ID (E0923)	Campus ID plus student ID (most current campus of enrollment for the school year)
Registration > Maintenance > Student Enrollment > Local Programs		

State Reporting Field	Element	ASCENDER Field(s)
Crisis Code	CRISIS-CODE (E1054) (Code table: C178)	**Other Spc Pgms**
T-STEM	T-STEM-INDICATOR-CODE (E1559) (Code table: C088)	**Other Spc Pgms**
ECHS	ECHS-INDICATOR-CODE (E1560) (Code table: C088)	**Other Spc Pgms**
P-TECH	P-TECH-INDICATOR_CODE (E1612) (Code table: C088)	**Other Spc Pgms**
New Tech	NEW-TECH-INDICATOR-CODE (E1647) (Code table: C088)	**Other Spc Pgms**
Registration > Maintenance > Student Enrollment > PK Enroll		
PK Elig Prev Year	PK-ELIGIBLE-PREVIOUS-YEAR-INDICATOR-CODE (E1649) (Code table: C088)	**PK Elig Prev Year**
Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information		
IEP Continuer	EP-CONTINUER-INDICATOR-CODE (E1564) (Code table: C088)	**IEP Continuer**
Calculated		
As of Status	AS-OF-STATUS-CODE (E1002)	Generated by the program during the extract
State Reporting > Utilities > TEA Census Block > Import Census Block		
Student Census Block	STUDENT-CENSUS-BLOCK-GROUP (E1648)	Generated by the program during the import

NOTE: Campus of Enrollment should be blank unless you are reporting students with as-of-status codes C, E, or G.

State Reporting > Maintenance > Fall > Student > Enrollment



❑ Update data for the *StudentExtension*, *StudentProgramExtension*, and *StudentSchoolAssociation* complex types as needed.

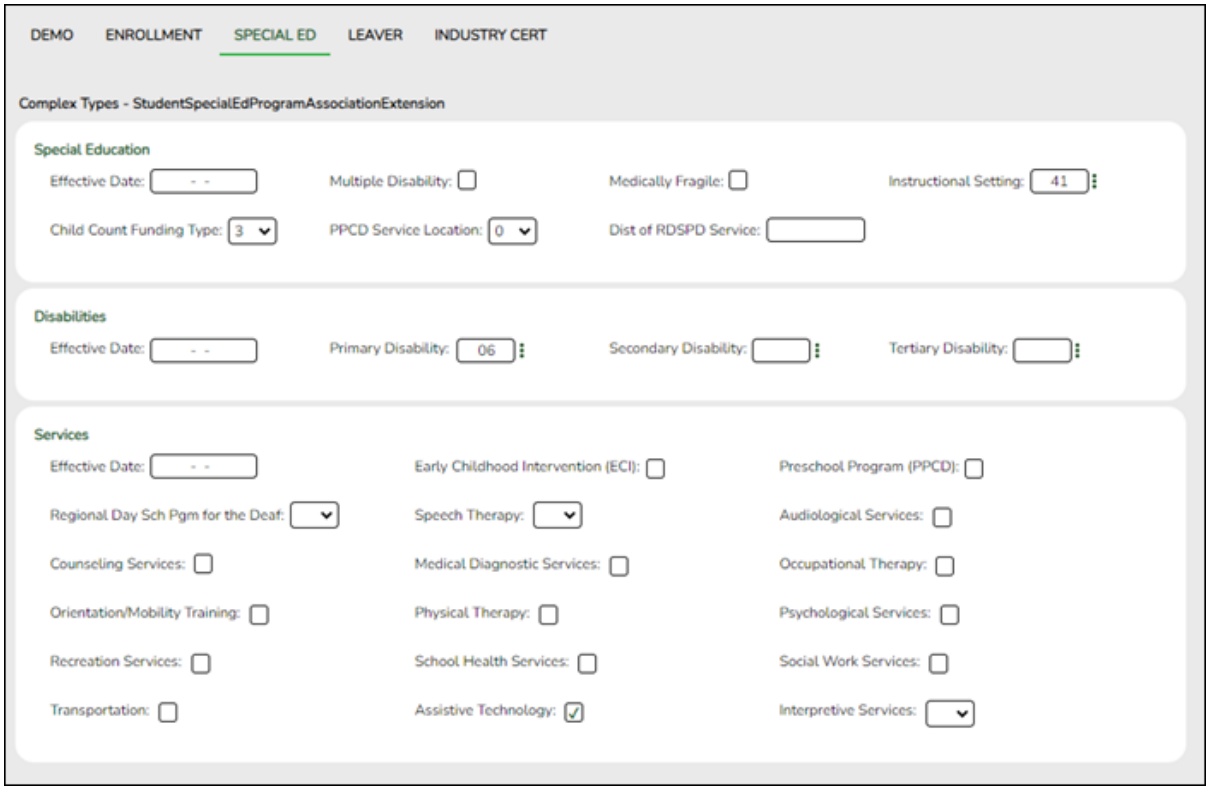
- **Alt Lang Pgm** field
- **PK Elig Prev Year** field

Cross reference for Student Enrollment tab:

State Reporting Field	Element	ASCENDER Field(s)
Registration > Maintenance > Student Enrollment > Demo1		
Grade	GRADE-LEVEL-CODE (E0017) (Code table: C050)	**Grade**
ADA Eligibility	ADA-ELIGIBILITY-CODE (E0787) (Code table: C059)	**Elig Code**
Registration > Maintenance > Student Enrollment > Demo3		
Immigrant	IMMIGRANT-INDICATOR-CODE (E0797) (Code table: C088)	**Immigrant**
SSI Promotion/Retention	SSI-PROMOTION-RETENTION-CODE (E1030) (Code table: C171)	**SSI Promotion**
Registration > Maintenance > Student Enrollment > At Risk		
At Risk	AT-RISK-INDICATOR-CODE (E0919) (Code table: C088)	**At Risk**
Registration > Maintenance > Student Enrollment > W/R Enroll		
Campus	CAMPUS-ID-OF-ENROLLMENT (E0782)	**Entry/Exit Date**
Registration > Maintenance > Student Enrollment > Special Ed		
Special Ed	SPECIAL-ED-INDICATOR-CODE (E0794) (Code table: C088)	**Entry/Exit Date**

State Reporting Field	Element	ASCENDER Field(s)
Registration > Maintenance > Student Enrollment > G/T		
Gifted/Talented	GIFTED-TALENTED-INDICATOR-CODE (E0034) (Code table: C088)	**Gift/Talent**
Registration > Maintenance > Student Enrollment > Bil/ESL		
EB/English learner (EL)	EMERGENT-BILINGUAL-INDICATOR-CODE (E0790) (Code table: C061)	**EB Cd**
Bilingual	BILINGUAL-PROGRAM-TYPE-CODE (E1042) (Code table: C175)	**Bilingual**
ESL	ESL-PROGRAM-TYPE-CODE (E1043) (Code table: C176)	**ESL**
Parental Permission	PARENTAL-PERMISSION-CODE (E0896) (Code table: C093)	**Par Perm Cd**
Alt Lang Pgm	ALTERNATIVE-LANGUAGE-PROGRAM-CODE (E1642) (Code table: C221)	**Alt Lang Cd**
Home Language	HOME-LANGUAGE-CODE (E0895) (Code table: C092)	**Home Language**
Student Language	STUDENT-LANGUAGE-CODE (E1590) (Code table: C092)	**Student Language**
Registration > Maintenance > Student Enrollment > Title I		
Title I	TITLE-I-PART-A-INDICATOR-CODE (E0894) (Code table: C122)	**Title I Code**
Registration > Maintenance > Student Enrollment > Generic		
Dyslexia	DYSLEXIA-INDICATOR-CODE (E1530) (Code table: C088)	**Other Spc Pgms**
Intervention Strategy	INTERVENTION-STRATEGY-INDICATOR-CODE (E1602) (Code table: C088)	**Other Spc Pgms**
Section 504	SECTION-504-INDICATOR-CODE (E1603) (Code table: C088)	**Other Spc Pgms**
Registration > Maintenance > Student Enrollment > PK Enroll		
PK Program Type	PK-PROGRAM-TYPE-CODE (E1078) (Code table: C185)	**PK Program Code**
Primary PK Funding Source	PRIMARY-PK-FUNDING-SOURCE-CODE (E1079) (Code table: C186)	**PK Funding Source**
Secondary PK Funding Source	SECONDARY-PK-FUNDING-SOURCE-CODE (E1080) (Code table: C186)	**PK Secondary Funding**
Registration > Maintenance > Student Enrollment (Directory)		
Local ID	LOCAL-STUDENT-ID (E0923)	Campus ID plus student ID (most current campus of enrollment for the school year)

State Reporting > Maintenance > Fall > Student > Special Ed



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

NOTE: To add a special education record for a student, be sure **Special Ed** is selected on the Enrollment tab.

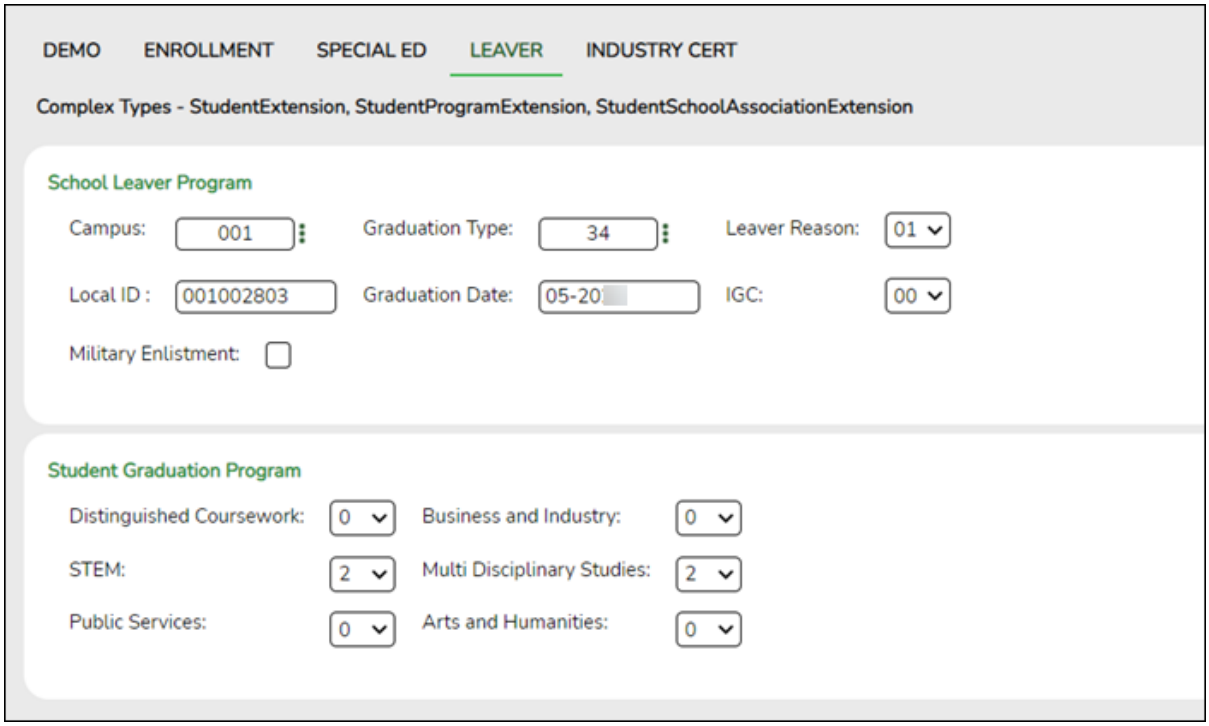
Cross reference for Student Special Ed tab:

State Reporting Field	Element	ASCENDER Field(s)
Registration > Maintenance > Student Enrollment > SpecEd		
Special Education - Effective Date	EFFECTIVE-DATE (E1632)	**Entry Date**
Multiple Disability	MULTIPLY-DISABLED-INDICATOR-CODE (E0882) (Code table: C088)	**Multi Dis**
Medically Fragile	MEDICALLY-FRAGILE-IND-CODE (E0999) (Code table: C088)	**Medical Fragile**
Instructional Setting	INSTRUCTIONAL-SETTING-CODE (E0173) (Code table: C035)	**Instrl Set**

State Reporting Field	Element	ASCENDER Field(s)
Child Count Funding Type	CHILD-COUNT-FUNDING-TYPE-CODE (E0832) (Code table: C066)	**Child Cnt Fund**
PPCD Service Location Code	PPCD-SERVICE-LOCATION-CODE PPCD (E1077) (Code table: C184)	**PPCD Location**
Dist of RDSPD Service	DISTRICT-OF-RDSPD-SERVICE RDSD (E1527)	**RDSPD Dist Of Svc**
Disabilities - Effective Date	EFFECTIVE-DATE (E1632)	**Entry Date**
Primary Disability	PRIMARY-DISABILITY-CODE (E0041) (Code table: C053)	**Prim Dis**
Secondary Disability	SECONDARY-DISABILITY-CODE (E0834) (Code table: C053)	**Sec Dis**
Tertiary Disability	TERTIARY-DISABILITY-CODE (E0835) (Code table C053)	**Tert Dis**
Services - Effective Date	EFFECTIVE-DATE (E1632)	**Entry Date**
Early Childhood Intervention (ECI)	EARLY-CHILDHOOD-INTERV-IND-CODE (E0900) (Code table: C088)	**ECI**
Preschool Program (PPCD)	PRESCHL-PROG-CHLDRN-WITH-DISAB-IND-CD (E0899) (Code table: C088)	**PPCD**
Regional Day School Pgm for the Deaf	REG-DAY-SCH-PROG-DEAF-CODE (E0833) (Code table: C067)	**RDSPD**
Speech Therapy	SPEECH-THERAPY-INDICATOR-CODE (E0857) (Code table C095)	**Speech**
Audiological Services	AUDIOLOGICAL-SERV-IND-CODE (E0838) (Code table: C088)	**Aud Svcs**
Counseling Services	COUNSELING-SERVICES-IND-CODE (E0840) (Code table: C088)	**Couns Svcs**
Medical Diagnostic Services	MEDICAL-DIAGNOSTIC-SERV-IND-CODE (E0841) (Code table: C088)	**Medical Diag**
Occupational Therapy	OCCUPATIONAL-THERAPY-IND-CODE (E0843) (Code table: C088)	**Occup Thrpy**
Orientation/Mobility Training	ORIENT-MOBILITY-TRNG-IND-CODE (E0844) (Code table: C088)	**Orient Trng**
Physical Therapy	PHYSICAL-THERAPY-IND-CODE (E0845) (Code table: C088)	**Phys Thrpy**
Psychological Services	PSYCHOLOGICAL-SERVICES-IND-CODE (E0846) (Code table: C088)	**Psych Svcs**
Recreation Services	RECREATION-IND-CODE (E0847) (Code table: C088)	**Rec Thrpy**
School Health Services	SCHOOL-HEALTH-SERVICES-IND-CODE (E0848) (Code table: C088)	**Sch Hlth Svcs**
Social Work Services	SOCIAL-WORK-SERVICES-IND-CODE (E0849) (Code table: C088)	**Soc Wrk Svcs**
Transportation	TRANSPORTATION-INDICATOR-CODE (E0851) (Code table: C088)	**Transport**
Assistive Technology	ASSISTIVE-TECH-INDICATOR-CODE (E0997) (Code table: C088)	**Asst Tech**

State Reporting Field	Element	ASCENDER Field(s)
Interpretive Services	INTERPRETING-SERVICES-TYPE-CODE (E1040) (Code table: C174)	**Interp Svcs**

State Reporting > Maintenance > Fall > Student > Leaver



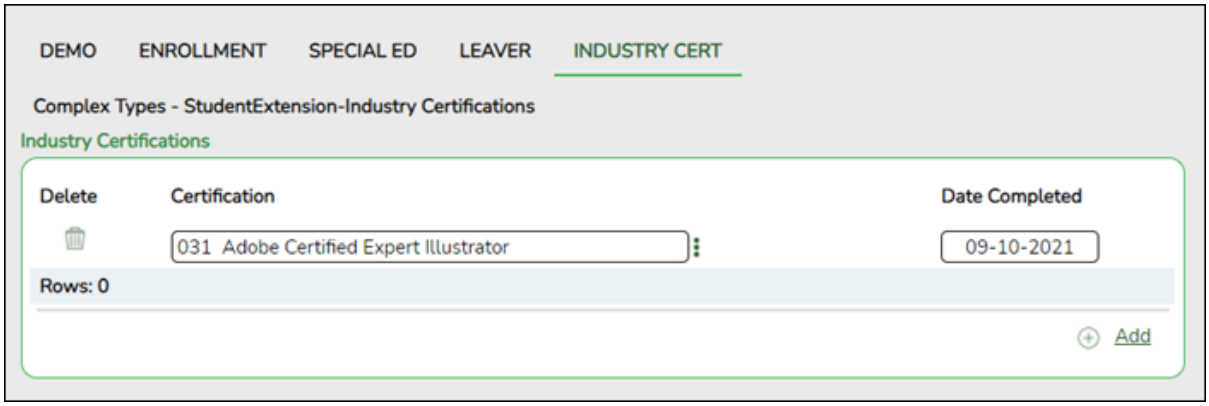
❑ Update data for the *SchoolLeaverExtension* and *StudentGraduationProgramExtension* complex types as needed.

Cross reference for Student Leaver tab:

State Reporting Field	Element	ASCENDER Field(s)
Registration > Maintenance > Student Enrollment (Directory)		
Local ID	LOCAL-STUDENT-ID (E0923)	Campus ID plus student ID (most current campus of enrollment for the school year)
Registration > Maintenance > Prior Year Leaver Tracking		
Campus	CAMPUS-ID (E0266)	**Campus**
Graduation Type	GRADUATION-TYPE-CODE (E0806) (Code table: C062)	**Graduation Type**

State Reporting Field	Element	ASCENDER Field(s)
Graduation Date	DATE-OF-GRADUATION (E0791)	**Graduation Date**
Leaver Reason	LEAVER-REASON-CODE (E1001) (Code table: C162)	**Withdrawal Code**
IGC	INDIVIDUAL-GRADUATION-COMMITTEE-GRADUATE-CODE (E1562) (Code table: C201)	**IGC**
Military Enlistment	MILITARY-ENLISTMENT-INDICATOR-CODE (E1589) (Code table: C088)	**Military Enlistment**
Distinguished Coursework	FHSP-DISTING-LEVEL-ACHIEVE-INDICATOR-CODE (E1542) (Code table: C199)	**Distinguished Coursework**
STEM	STEM-ENDORSEMENT-INDICATOR-CODE (E1544) (Code table: C199)	**STEM**
Public Services	PUBLIC-SERVICES-ENDORSEMENT-INDICATOR-CODE (E1546) (Code table: C199)	**Public Services**
Business and Industry	BUSINESS-AND-INDUSTRY-ENDORSEMENT-INDICATOR-CODE (E1545) (Code table: C199)	**Business and Industry**
Multi Disciplinary Studies	MULTI-DISCIPLINARY-STUDIES-ENDORSEMENT-INDICATOR-CODE (E1548) (Code table: C199)	**Multi Disciplinary Studies**
Arts and Humanities	ARTS-AND-HUMANITIES-ENDORSEMENT-INDICATOR-CODE (E1547) (Code table: C199)	**Arts and Humanities**
Texas First Early HS Completion	TEXAS-FIRST-EARLY-HS-COMPLETION-PROGRAM (E1736) (Code table: C233) **NEW 2023-2024**	**Texas First Early HS Completion**

State Reporting > Maintenance > Fall > Student > Industry Cert



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

Cross reference for Student Industry Cert tab:

Graduation Plan > Maintenance > Student > Individual Maintenance > PGP (if student has a graduation plan)

Certification	POST-SECONDARY-CERTIFICATION-LICENSURE-CODE (E1640) (Code table: C214)	**Industry Credentials or Certification**
Registration > Maintenance > Student Enrollment > Demo3 (if student does not have a graduation plan)		
Certification	POST-SECONDARY-CERTIFICATION-LICENSURE-CODE (E1640) (Code table: C214)	**Industry Certification 1-15**

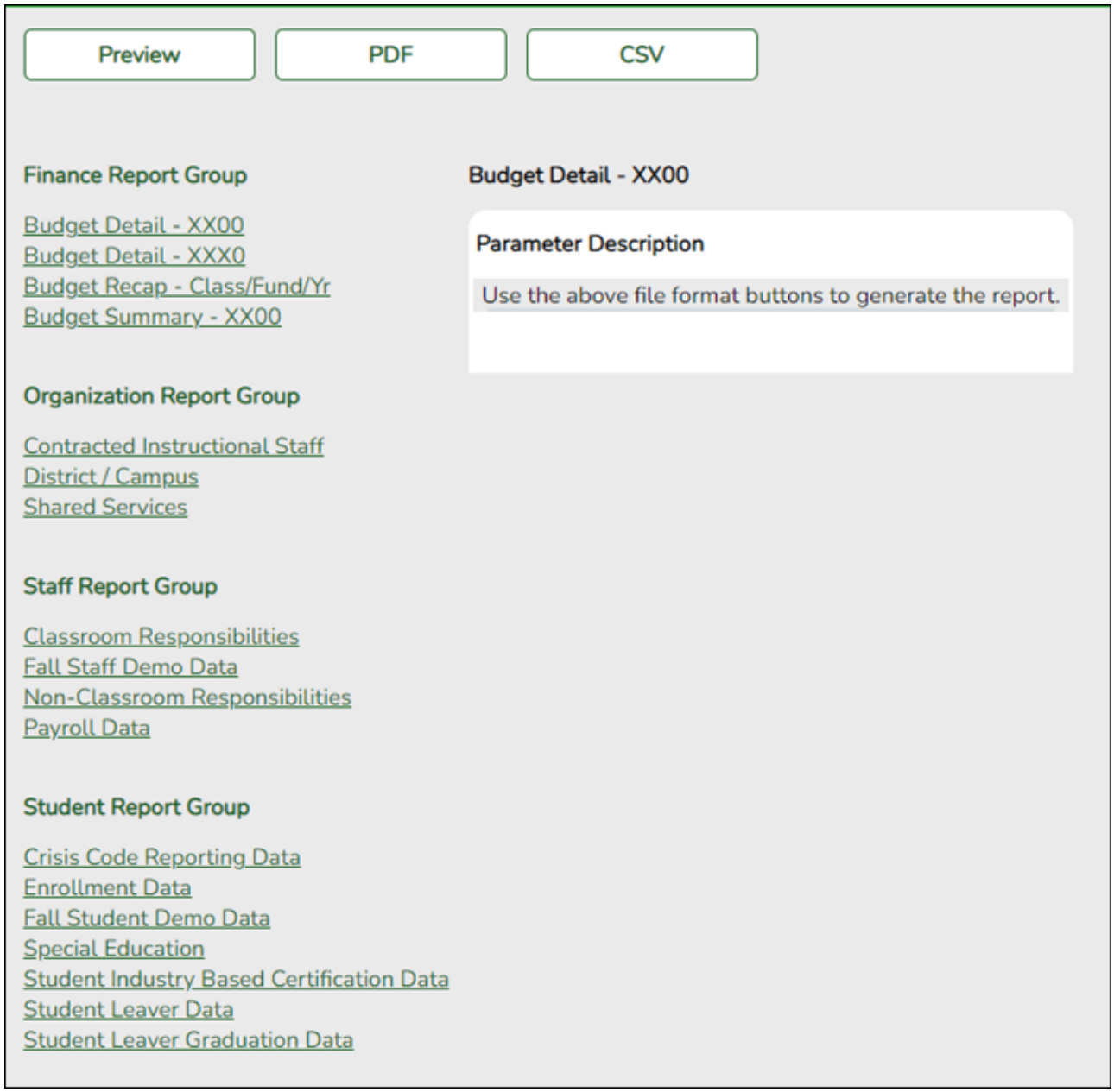
XI. Run Extract Reports

- Run extract reports.

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

Print the final reports for your records.

State Reporting > Reports > Fall



XII. Create XML File for Fall PEIMS

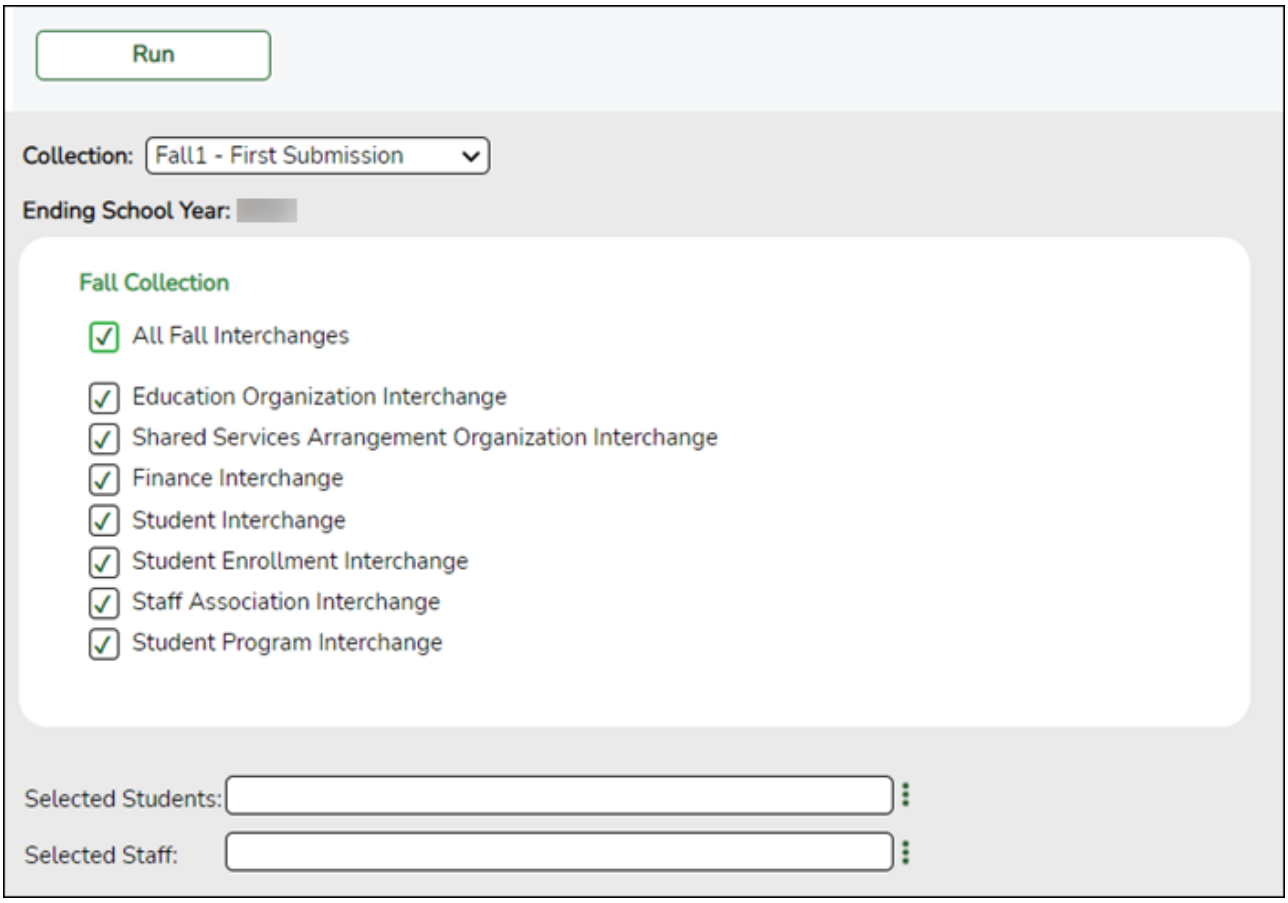
- Create XML file.

The Create TSDS PEIMS Interchanges utility creates the Texas Student Data System (TSDS) Interchanges from the data in the ASCENDER 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 to TSDS in the following order:

1. *Education Organization* - Education organizations (ESC, LEA, and Campus) and their structure.
2. *Student* - Student basic information and demographics.
3. *StudentEnrollment* - Student enrollment data for a campus.
4. *StaffAssociation* - Exchange standard for reporting staff data.
5. *StudentProgram* - Links students to programs.
6. *SharedServicesArrangementOrganization* - The education organization to which another education organization (fiscal agent) provides services
7. *Finance* - The educational organization's financial data.

State Reporting > Utilities > Create TSDS PEIMS Interchanges



Collection	Select the submission period. For example, select *Fall1* if this is the first fall submission. If you are resubmitting fall data, select *Fall2*.
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 Fall 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.zip, where:

- *District* is the six-digit county-district number
- *YYYY-MM-DD* is the date when the folder was created
- *HH-MM-SS* is the hour, minute, and second when the folder was created

Example: *015102-2023-11-11.15-30-23.*TSDS.zip

The default name for the individual files 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 (ending school year & submission)
- *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_2023FALL1_202311111420_InterchangeStudentProgramExtension.xml

If errors are encountered:

1. Correct the data in ASCENDER.
2. Run the Delete/Clear Tables utility to delete or clear previous data for the desired tables.
3. Re-extract the data.
4. Create the interchanges again.

❑ Submit the data to TSDS.

XIII. Appendix

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

  Use the following to verify that CCMR is coded correctly:

Element(s)	ASCENDER State Reporting Report	PEIMS Report(s)
Military Enlistment Indicator Code (E1589)	State Reporting > Reports > Fall > Student > Student Leaver Data	PDM1-124-007
Graduation Type Code (E0806)	State Reporting > Reports > Fall > Student > Student > Leaver Data	PDM1-124-004 PDM1-120-018
Post Secondary Certification Licensure Code (E1640) Distinguished level of Achievement (E1542) Endorsements (E1544-E1548)	State Reporting > Reports > Fall > Student Leaver Data (Graduation Data)	PDM1-120-018
Special Education Indicator (E0794)	State Reporting > Reports > Fall > Student > Special Education	PDM1-120-012
Associates Degree (E1596)	State Reporting > Reports > Fall > Student > Fall Student Demo	PDM1-124-004 PDM1-120-016

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