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# **ASCENDER State Reporting - TSDS PEIMS Summer 2018 Submission**



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# ASCENDER State Reporting - TSDS PEIMS Summer 2018 Submission

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 Education Data Standards (TEDS), 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 TEDS.

The TSDS PEIMS Summer Collection (Collection 3) includes yearlong student attendance (regular and flexible), including the required calendar minutes reporting, as well as program data, course completions, disciplinary actions, student restraints, Title I Part A participation, course-sections, instructor class assignments/staff data, and Foundation High School Program participation data.

The extract programs create the appropriate records in the district database, taking into account the school-start window and the as-of 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 for 2017-2018, see <http://castro.tea.state.tx.us/tsds/teds/2018A/ds8/teds-peims-ds8.5.pdf>.

## Prerequisites

### Prerequisites:

- Verify that all roles and users are correct in ASCENDER Security Administration.
- All staff responsible for extracting data must coordinate activities with each other. This is especially important when deleting data from the frozen file, extracting data, and manually entering data.
- End-of-year processes, including posting cycle grades, computing final grades, awarding credit, and assigning pass/fail indicators must be completed prior to extracting summer submission data.

## Checklist Overview

### Checklist Overview:

- Verify and update ASCENDER State Reporting options.

- Clear all previous data.
- Verify data in ASCENDER.
- Update frozen Organization data as needed.
- Extract the data. Or, import data from an external file.
- Check for audit red flags.
- Correct frozen data as needed.
- Run extract reports, and verify report data.
- Create the State Reporting Interchanges xml file.

## Before You Extract Data

1. [Verify State Reporting options.](#)

[State Reporting > Options](#)

Save
Retrieve

Options

Submission Year:	<input type="text" value="2020"/>	<input type="text" value="YYYY"/>
As-of Date:	<input type="text" value="10-25-2019"/>	<input type="text" value="MM-DD-YYYY"/>
School Start Window (SSW) Date:	<input type="text" value="09-27-2019"/>	<input type="text" value="MM-DD-YYYY"/>
Generic Program for Dyslexia Reporting:	<input type="text" value="DYS"/> <input type="button" value="..."/>	<input type="text" value="XXX"/>
Generic Program for Early College High School Reporting:	<input type="text" value=""/> <input type="button" value="..."/>	<input type="text" value="XXX"/>
Generic Program for IGC Reporting:	<input type="text" value="IGC"/> <input type="button" value="..."/>	<input type="text" value="XXX"/>
Generic Program for Intervention Strategy:	<input type="text" value="INT"/> <input type="button" value="..."/>	<input type="text" value="XXX"/>
Generic Program for New Tech:	<input type="text" value=""/> <input type="button" value="..."/>	<input type="text" value="XXX"/>
Generic Program for Pathways in Technology:	<input type="text" value=""/> <input type="button" value="..."/>	<input type="text" value="XXX"/>
Generic Program for Section 504:	<input type="text" value="504"/> <input type="button" value="..."/>	<input type="text" value="XXX"/>
Generic Program for T-STEM Academy Reporting:	<input type="text" value=""/> <input type="button" value="..."/>	<input type="text" value="XXX"/>

First Prev/Next Student Search by Campus

Verify that the following is set correctly:

<b>Submission Year</b>	For example, for the 2020-2021 summer submission, the field would be set to 2021.
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**NEW FOR 2018:** It is no longer necessary to enter a crisis code on the Options page in ASCENDER State Reporting. The **Generic Program for Crisis Reporting** field was removed. Changes in the Registration application now allow the program to automatically extract all crisis codes that are defined for students.

2. [Clear data from the previous year.](#)

[State Reporting > Utilities > Delete/Clear Tables](#)

Under **Summer Collection** select the data you want to delete.

**Delete**

**Options**

Delete All Records

**Organization Data**

Shared Services Arrangement  Campuses  Contracted Instructional Staff

**Fall Collection**

**Finance Data**

Budget

**Staff Data**

Demo & Payroll  Responsibilities  Contracted Staff (Staff Type 2)

**Student Data**

Demo, Enrollment, Special Ed, CTE & Leaver Data

**Midyear Collection**

**Organization Data**

Prior Campus  Prior SSA

**Finance Data**

Actual  SSA Actual

**Summer Collection**

**Classroom Link Data**

Course Section & Teaching Assignments

**Staff Data**

Demo

**Student Data**

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

Flexible Attendance

Special Ed Flexible Attendance

CTE Flexible Attendance

**Extended Collection**

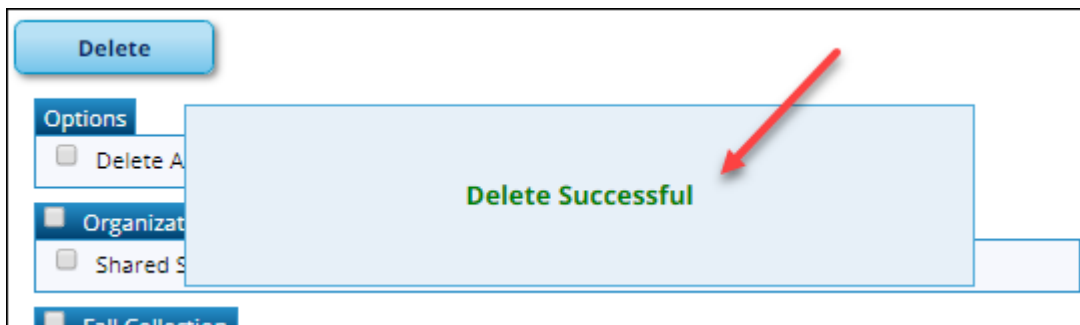
Click **Delete**. You are prompted to confirm that you want to delete the records.

Selected records will be permanently deleted.

Press OK to continue, or Cancel to stay on the current page.

**OK** Cancel

Click **OK** to continue. A message is temporarily displayed when the process is finished.



## Verify ASCENDER Data

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

### Common Elements

#### Common elements

The following elements are used in multiple interchanges:

- SCHOOL-YEAR (E1093) is the identifier for the school year.
- CAMPUS-ID (E0266) is the unique campus ID registered with the Texas Education Agency. It is the linking of DISTRICT-ID with the CAMPUS-ID associated with the student.
- CAMPUS-ID-OF-ENROLLMENT (E0782) is the unique ID of the campus at which the student is enrolled.
- DISTRICT-ID (E0212) is the district identification number registered with the TEA who is reporting the student.
- 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-ID (E0001) is the student’s social security number or state-approved alternative identification number.
- TX-UNIQUE-STUDENT-ID (E1523) is a unique number assigned to a student by the Texas Education Agency.
- CLASS-ID-NUMBER (E1056) is a 14-character, alphanumeric, district-defined ID identifying a unique course-section that is unique for a particular school year, campus, and service ID. 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. This unique ID is assigned to the instructor's duties for a particular class. The class ID number can be repeated at a campus if multiple instructors are assigned to the same course-section.

- TX-UNIQUE-STAFF-ID (E1524) is a unique number or code assigned to staff by the TEA.
- STAFF-IDENTIFICATION-SYSTEM (E1088) is always reported with a value of "State."
- 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.**

## Category: Organization

1. [Interchange: EducationOrganization](#)

### Complex Type: ClassPeriod

**Description:** Represents the designation of regularly scheduled series of class meetings at designated times and days of the week.

The following element from the *ClassPeriod* complex type is included in Submission 3:

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

The screenshot displays a software interface for course selection. At the top, there are tabs for 'Course Selection', 'Course', 'Section', 'Instructor', and 'Copy Course Section'. Below these is a search bar with 'physics' entered and a 'Retrieve' button. A table lists course sections with columns for 'Del', 'Details', 'Course', 'Title', 'Sec', 'Max Seats', and enrollment data for Semesters 1 through 4. Below the table are several configuration panels: 'Section Information', 'Restrictions', 'Course Codes and Credits', 'District Information', and 'Campus Information'. At the bottom, there is a detailed view of a specific section with columns for 'Del', 'Sem', 'Days', 'Per Begin', 'Per End', 'Room', 'Time Begin', 'Time End', 'Lckout', 'Instr ID', 'Instructor', 'Class Role', and 'Role ID'.

CLASS-PERIOD **Per Begin** and **Per End** (E1074) identify the time of the school day that a class was offered.

### Complex Type: Course

**Description:** Represents the organization of subject matter and related learning experiences provided for the instruction of students (i.e., the catalog of all courses offered at each campus).

The following element from the *Course* complex type is included in Submission 3:

**Grade Reporting > Maintenance > Master Schedule > District Schedule**

Save

Available Courses

phy Title Retrieve Stds-Based Crs Setup

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from txGradeBook	Sif Pcd
		0250	Physical Ed	Physical	02530003	PE, 1-6	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0350	Physical Ed	Physical	02530003	PE, 1-6	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0450	Physical Ed	Physical	02530003	PE, 1-6	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		0550	Physical Ed	Physical	02530003	PE, 1-6	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		3252	Physics 2C AP	AP-PHYS	A3050002	A3050002	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		3400	Phys1 P-AP	PHYSICS	03050000	PHYSICS	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		3401	Physics	PHYSICS	03050000	PHYSICS	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		3402	Physics E	PHYS	03050000	PHYSICS	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		3403	Physics L	PHYS	03050000	PHYSICS	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		3404	Physics S	PHYS	03050000	PHYSICS	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		3408	Physics IS	PHYSICS	03050000	PHYSICS	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		3450	Physics AP	AP-PHYS	A3050003	APPHYS1	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		3451	Phys 2 AP	PHYS AP2	A3050004	APPHYS2	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		3471	Physics A SP	PHYSICS	03050000	PHYSICS	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input checked="" type="checkbox"/>
		3473	Physics B SP	PHYSICS	03050000	PHYSICS	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input checked="" type="checkbox"/>
		3491	Physics Mod	PHYSICS	03050000	PHYSICS	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		3493	Physics Alt	PHYSICS	03050000	PHYSICS	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>

=>Crs Nbr: 3400 Phys1 P-AP Abbrev Name: PHYSICS Service ID: 03050000 PHYI  
 Nbr Sem: 2 Textbook ISBN: Exclude from txGradebook: Incl Both

SERVICE-ID **Service ID** (E0724) refers to the services supplied by staff. Service IDs that begin with SA, SE, SR, SS, 01, 8, or 9 are not reported. Service IDs for PK and KG that begin with 02 cannot be reported.

2. [Interchange: MasterSchedule](#)

**Complex Type: SectionExtension**

**Description:** Represents a setting in which organized instruction of course content is provided to one or more students for a given period of time.

For Submission 3, one record must be submitted for each unique course-section offered during the school year.

The following elements from the *SectionExtension* complex type are included in Submission 3:

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

- PK-CURRICULA **PK Curricula** (E1579) is the curricula used in the district’s prekindergarten program section.
- HIGH-QUALITY-PK-PROGRAM-INDICATOR **High Qual PK Prog** (E1580) indicates if the campus-course-section participates in the High Quality PK Program consistent with requirements in TEC 29.167-29.171.
- STUDENT-INSTRUCTION **Stu Instr** (E1558) indicates if the student attends full day, half day morning, or half day afternoon. This only applies to course-sections that use the Pre-Kindergarten service ID (01010000).
- PK-SCHOOL-TYPE **PK Sch Type** (E1555) indicates the PK program offered at the campus for that course-section.

**Grade Reporting > Maintenance > Master Schedule > District Schedule**

Save

Available Courses

Course Number  Retrieve  Stds-Based Crs Setup

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from txGradeBook	Sif Pcd
<input type="checkbox"/>	<input type="checkbox"/>	0004	Reading LS	Reading/	8500000X	LOC,OTHER	<input type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0005	Math/LS	Math/LS	02640005	MATH K	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0006	Science/LS	Science/	02650000	SCI, K	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0007	Soc Studies/LS	Soc Stud	02660009	SOCST K	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0008	Lang Arts/LS	Lang Art	02630001	ELA K	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0009	Kinder Tech	Kinder T	02670000	TECAP, K	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0010	English K	English	02630001	ELA K	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0011	Math K	Math K	02640005	MATH K	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0012	Science K	Science	02650000	SCI, K	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0013	Soc St K	Soc St K	02660009	SOCST K	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0014	Reading K	Reading	02620001	READING	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0015	PE/ Kinder	PE/ Kind	02530002	PE, K	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0016	Music K	Music K	02520004	MUS K	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0017	Span Lang ArtsK	Lang Art	02561005	SPLATS KG	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0018	Art Kinder	Art Kind	02510001	ART K	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0019	Health Kinder	Health K	02550020	HEA,KIND	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	0020	Theatre K	TheaterK	02540005	TH	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>

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Crs Nbr: 0004 Reading LS Abbrev Name: Reading/ Service ID: 8500000X LOC,OTH  
 br Sem: 2 Textbook ISBN: Exclude from txGradebook: Incl Both(At

**GrdRptng** **Course Codes and Credits** **Elem/Misc** **PEIMS**

Per Ctrl: 2  
 Department:   
 Gender Restr:   
 Required:   
 Elective:

Tot Credits: 0.0 Credit Seq: 4  
 Part Credit:  Credit Lvl: E  
 AAR:  CPR:   
 Grad Plan:  Speech:   
 Spec Cons:

Core Crs: Z  
 ELA Wgt:   
 Auto Grd:   
 Incl UIL Elig:   
 Exam/Sem Pat: 1

CTE Hrs:   
 Pop Srvd: 06  
 Instr Sett:   
 Class Type: 02  
 Role ID: 087  
 Crs Seq:

COURSE-SEQUENCE-CODE **Crs Seq** (E0948) is the order in which the course was scheduled. This should only be used if the course, or part of the course is taught out of sequence, such as a credit recovery or self-paced course (e.g., the second semester of English I is taught during the first semester). Leave blank if the course is not taught out of sequence. Verify all course sequence codes in the district course and campus section records in the master schedule.

**NOTE:** This field exists in both the district course and the campus section records. If a code is entered in the section record, it is extracted from the section record. If the code is blank in the section record, the code is extracted from the district course record. If both the district and campus section record codes are blank, the default codes are extracted for the semesters specified.

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

The screenshot displays a course reporting interface. At the top, there are tabs for 'Course Selection', 'Course', 'Section', 'Instructor', and 'Copy Course Section'. Below these is a search bar with a 'Retrieve' button. A table lists course sections with columns: Del, Details, Course, Title, Sec, Max Seats, Stu Enroll Sem 1, Stu W/D Sem 1, Stu Enroll Sem 2, Stu W/D Sem 2, and Multi S Ind. The table contains several rows for 'Math Models' and 'Adv Quan Reas'. Below the table, there are input fields for 'Crs Nbr', 'Section', 'Max Seats', 'Enrolled Students Sem 1', 'Sem 2', 'Non Campus Based', and 'Dst Lrng'. The 'Non Campus Based' dropdown is set to '03'. Under 'Section Information', the 'Pop Srvid' dropdown is set to '09'. Other sections like 'Restrictions' and 'Course Codes and Credits' are also visible.

NON-CAMPUS-BASED-INSTRUCTION-CODE **Non Campus Based** (E1072) indicates if the course was not taught by an employee of the LEA (e.g., 08 - *Credit by Exam*).

POPULATION-SERVED-CODE **Pop Srvid** (E0747) identifies the student population for which a service was designed or intended. It does not necessarily identify program eligibility. Only one code can be reported per course-section. If intent cannot be determined, use code 01 (i.e., *Regular Students*).

## RUN REPORTS FOR VERIFYING SECTION-EXTENSION COMPLEX TYPE DATA

### Grade Reporting > Reports > Create Grade Reporting Report

The screenshot shows a report configuration window titled 'Campus Course Offered CYR'. It contains a list of fields with checkboxes. The following fields are checked and circled in red: 'Crs Seq', 'PK Curricula', 'High Qual PK Prog', 'Stu Instr', 'Cr Pop Srvid', and 'PK Sch Type'. Other fields include 'Cr Sec Nbr', 'Cr AAR Use', 'Max Seats', 'Type Restrctn', 'Cr Special Consid', 'Grade Restrctn', 'Add Grd Restrctn', 'Cr Gender Restrctn', 'Multi Svc Ind', 'Dual', 'Wks Mon', 'Elem Skills Based', 'Locked', 'Team Code', 'Incl UIL Elig Sec', 'Cr Instr Sett', 'Distance Lrning', 'Adv Tech Crd', 'College Cr Hrs-Sem 1', 'College Cr Hrs-Sem 2', 'College Cr Hrs-Sem 3', and 'College Cr Hrs-Sem 4'. There is also a 'Course Meet CYR' section at the bottom.

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

### Complex Type : CourseOffering

**Description:** Represents a course offered by a campus during a session, representing the catalog of available courses.

The following elements from the *CourseOffering* complex type are included in Submission 3:

- SERVICE-ID (E0724) - Described previously.

### RUN REPORTS FOR VERIFYING MASTER-SCHEDULE INTERCHANGE DATA

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

Date Run:		District Master List (Grade Reporting)															Program ID: SGR0050																	
Cnty-Dist: 001-901		TXEIS ISD															Page: 1 of 41																	
		Sch Year: 2019															PEIMS																	
Course Number	Title	Abbrev Name	Sch Pcd	Nbr Sess	Exam Sess	Prd Ctrf	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 Cts	Condit	Prct Elg	Priority Ctl	AAR Use	CTE Hours Course Seq	Pop Srv	Role ID	Instr Set	Class Typ
0004	Reading LS	Reading/	N	2	1	2	Z		E	N	0.0	4	N	R	1	R	1	02620001	READING											06	087		02	
0005	Math/LS	Math/LS	N	2	1	2	Z		E	Y	0.0	4	Y	R	1	R	1	02640005	MATH K										06	087		02		
0006	Science/LS	Science/	N	2	1	2	Z		E	Y	0.0	4	Y	R	1	R	1	02650000	SCI, K										06	087		02		
0007	Soc Studies/LS	Soc Stud	N	2	1	2	Z		E	Y	0.0	4	Y	R	1	R	1	02660009	SOCST K										06	087		02		
0008	Lang Arts/LS	Lang Art	N	2	1	2	Z		E	Y	0.0	4	Y	R	1	R	1	01020000	KINDER										06	087		02		
0009	Kinder Tech	Kinder T	N	2	1	2	Z		E	Y	0.0	4	Y	R	1	R	1	02670000	TECAP, K								05		01	087		01		
0010	English K	English	N	2	1	2	Z		E	Y	0.0	4	Y	R	1	R	1	01020000	KINDER										01	087		01		
0011	Math K	Math K	N	2	1	2	Z		E	Y	0.0	4	Y	R	1	R	1	02640005	MATH K										01	087		01		
0012	Science K	Science	N	2	1	2	Z		E	Y	0.0	4	Y	R	1	R	1	02650000	SCI, K										01	087		01		
0013	Soc St K	Soc St K	N	2	1	2	Z		E	Y	0.0	4	Y	R	1	R	1	02660009	SOCST K										01	087		01		
0014	Reading K	Reading	N	2	1	2	Z		E	Y	0.0	4	Y	R	1	R	1	02620001	READING										01	087		01		

SGR0050 lists every course in the district master schedule for the school year. Verify all applicable data for each course.

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



difference between the values at the campus section level and the district level, the section record data overrides the district-level data.

3. Interchange: EducationOrgCalendar

**Complex Type: CalendarDateExtension**

**Description:** Represents a day in the school calendar.

The following elements from the *CalendarDateExtension* complex type are included in Submission 3:

**Attendance > Maintenance > Campus > Campus Calendar**

The screenshot shows a web-based calendar interface. At the top, there are input fields for 'Minimum Daily Minutes' (420), 'Daily Minutes' (450), 'Shortened Minimum Daily Minutes' (240), and 'Shortened Daily Minutes' (390). Below this is a grid of monthly calendars for September 2017, October 2017, November 2017, January 2018, February 2018, March 2018, May 2018, June 2018, and July 2018. To the right of the calendar is a legend for 'Day Type Selection' with color-coded boxes for: Begin School, Membership, Begin Cycle, Holiday, Weekend, End of School, Inservice, Adjust Minutes, Make-up Day, Weather Day, and Waiver. At the bottom right is a summary table:

Rptng Period	Mem Days	Shrtnd Mem Waiver Days	Non Mem Waiver Days	Daily Mins (DM)	Waiver Mins (WM)
Cycle 1	29	0	1	13,050	420
Cycle 2	29	1	0	12,990	30
Cycle 3	29	1	0	12,990	30
Cycle 4	29	0	1	13,050	420
Cycle 5	29	1	0	12,990	30
Cycle 6	30	1	0	13,440	30
<b>Total:</b>	<b>175</b>	<b>4</b>	<b>2</b>	<b>78,510</b>	<b>960</b>

Below the summary table, there are two lines of text: 'Yearly Total Mins(DM+WM): 79,470' and 'Warning! Yearly Total Mins (DM+WM)'.

- CALENDAR-DATE (E1168) is the month, day, and year of the calendar date.
- SCHOOL-DAY-EVENT-CODE (E1582) is the type of scheduled or unscheduled event for the day, such as student instructional day or waiver day.
- CALENDAR-WAIVER-EVENT-TYPE (E1570) indicates the type of state-approved waiver.
- SCHOOL-DAY-OPERATIONAL-MINUTES **Daily Minutes** (E1571) is the minutes that a

campus operated on a particular school day 2016-2017 for the purpose of student instruction.

SCHOOL-DAY-WAIVER-MINUTES (E1572) indicates the waiver minutes for the campus and calendar date.

### Complex Type: ReportingPeriodExtension

**Description:** Represents a time period for which student attendance data are reported.

**Attendance > Maintenance > Campus > Campus Calendar**

Rptg Period	Mem Days	Shrtnd Mem Waiver Days	Non Mem Waiver Days	Daily Min (DM)
Cycle 1	29	0	1	13,05
Cycle 2	29	1	0	12,95
Cycle 3	29	1	0	12,95
Cycle 4	29	0	1	13,05
Cycle 5	29	1	0	12,95
Cycle 6	30	1	0	13,44

INSTRUCTIONAL-TRACK-INDICATOR-CODE **Track** (E0975) is a unique campus calendar of school days for a particular group of students at a campus. Students with the same instructional track have the same number of days taught in a particular reporting period at a campus.

REPORTING PERIOD INDICATOR CODE **Cycle #** (E0934) indicates the period for which the attendance data is being reported.

NUMBER-DAYS-TAUGHT **Mem Days** (E0935) is the number of days of instruction offered during a particular reporting period, as indicated on the campus calendar. For Submission 3, the number cannot exceed 45 days for the first five six-week reporting periods or 90 days for the sixth six-week reporting period.



Date Run:		Campus Calendar		Page: 3 of 8		
Cnty-Dist: 020-020		Mockingbird ISD				
Campus: 001		Agarita High School				
Track: 00		School Year				
Calendar Minutes Verification List						
		Adjust Minutes	Make-up Day	Weather Day	Waiver Day	
Reporting Period	Day No	Date	Day Type	Daily Mins (DM)	Waiver Mins (WM)	Waiver Events
1	1	08/28/2017	Membership Day	450	0	
	2	08/29/2017	Membership Day	450	0	
	3	08/30/2017	Membership Day	450	0	
	4	08/31/2017	Membership Day	450	0	
	5	09/01/2017	Membership Day	450	0	
	6	09/05/2017	Membership Day	450	0	
	7	09/06/2017	Membership Day	450	0	
	8	09/07/2017	Membership Day	450	0	

## Category: Student

For Submission 3, if the student is in membership in the LEA (served at least two hours per day), report any student who was served any time during the school year.

1. [Interchange: StudentExtension](#)

### Complex Type: StudentExtension

**Description:** Represents a student for whom instruction and/or services are provided in an elementary, secondary, or post-secondary educational program under the jurisdiction of an LEA.

The following elements from the *StudentExtension* complex type are included in Submission 3:

- 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.**
- LOCAL-STUDENT-ID (E0923) is the optional student's local identification number as assigned by the district.
- AS-OF-STATUS-CODE (E1002) is generated by the program during the extracts. The code indicates the student's enrollment status in the district on the Submission 3 as-of date. Report codes *H*, *I*, and *X* only.
  - Code *X* is used for students in grade levels EE-06.
  - Codes *H* and *I* are used for students in grade levels 7-12 and indicate the student enrollment status on the final day of the school year.

**Registration > Maintenance > Student Enrollment > Demo1**

Demo1	Demo2	Demo3	At Risk	Contact	W/R Enroll	SpecEd	G/T	Bi/ESL	Title I	PRS	Generic	PK Er
<b>Demographic Information</b>												
Grade:	11	Entry Dt:	08-28-2017	Track:	01	Orig Entry:	08-28-2017	Withdrawal Dt:	--			
Name:	Nyomi	Lenea	Saldivar	Gen								
	First	Middle	Last	Nickname								
Social Security Number Denied:	<input type="checkbox"/>	SSN:	415-22-4870	Prior SSN:	--			Texas Unique Student ID:	4290651804			
Sex:	F	DOB:	11-10-2000	Hispanic/Latino:	<input type="checkbox"/>							
Aggregate Race/Ethnicity:	B - Black or African American											
White:	<input type="checkbox"/>	Black/African American:	<input checked="" type="checkbox"/>	Asian:	<input type="checkbox"/>	American Indian/Alaskan Native:	<input type="checkbox"/>	Hawaiian/P				
<b>Student Indicators</b>						<b>Current / Next Year Information</b>						
Elig Code:	1	Attribution Cd:	00	Control Num:	427		CY Team Code:					
Campus ID Resid:	--	Eco Disadvan:	00	Next Yr Cntrl:			NY Team Code:					
Military Connected:	0	Foster Care:	0	Nxt Yr Camp:	001		Here Last Yr:					

- FIRST-NAME Name - First** (E0703) is the student's legal first name. Do not use an initial unless an initial is the legal first name.
- MIDDLE-NAME Name - Middle** (E0704) is the student's legal middle name as shown on the identification documentation used for school enrollment. If the student has no middle name, the field must be blank. The middle name can be reported as blank for students only when the student does not have a middle name on his identification documentation. Do not use text such as NONE or NA.
- LAST-NAME Name - Last** (E0705) is the student's legal last name.
- GENERATION-CODE Name - Gen** (E0706) is the suffix attached to the student's name. The field can be blank. The field must be blank if the student does not have a generation suffix on his name based on the identification documentation used for enrollment at the campus.
- SEX-CODE Sex** (E0004) indicates the student's gender.
- DATE-OF-BIRTH DOB** (E0006) is the month, day, and year of the student's birth.
- HISPANIC-LATINO-CODE Hispanic/Latino** (E1064) indicates a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- WHITE-CODE White** (E1063) indicates a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- BLACK-AFRICAN-AMERICAN-CODE Black/African American** (E1061) indicates a person having origins in any of the black racial groups of Africa.
- ASIAN-CODE Asian** (E1060) indicates a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.

AMERICAN-INDIAN-ALASKA-NATIVE-CODE **American Indian/ Alaskan Native** (E1059) indicates a person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE **Hawaiian/Pacific Isl** (E1062) indicates a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

ECONOMIC-DISADVANTAGE-CODE **Eco Disadvan** (E0785) indicates the student's economic disadvantage status based on his latest status at the end of the school year or at the end of the student's enrollment period; whichever comes last. The status may be derived from National School Lunch Program (NSLP) indicators such as family income or a survey instrument created by the LEA. For Submission 3, it is reported based on a student's last status at the end of the school year or at the end of the student's enrollment period; whichever comes last.

MILITARY-CONNECTED-STUDENT-CODE **Military Connected** (E1529) indicates a PK-12 student who is a dependent of a member of the United States armed forces. All students identified as being military connected in the Fall Snapshot must also be coded as being military connected in the summer collection.

FOSTER-CARE-INDICATOR-CODE **Foster Care** (E1528) indicates if the student is in the conservatorship of the Department of Family and Protective Services (DFPS). All students identified as being in foster care in the Fall Snapshot must also be coded as being in foster care in the summer collection.

### **Registration > Maintenance > Student Enrollment > Demo3**

The screenshot shows a web-based form for student enrollment. The 'Status Indicators' section is highlighted with a red circle, and the 'Migrant' checkbox is also highlighted with a red circle. Other sections include 'Career Technology', 'Promotion', and 'Graduation'.

Section	Field	Value
Career Technology	Day Care CTE Support Service:	<input type="checkbox"/>
	Transport CTE Support Service:	<input type="checkbox"/>
	Displaced Homemaker:	<input type="checkbox"/>
	Single Parent/Pregnant Teen:	[Dropdown]
Promotion	Year End Status:	11
	SSI Promotion:	[Dropdown]
	Retained Reason 1:	[Dropdown]
	Retained Reason 2:	[Dropdown]
	Retained Reason 3:	[Dropdown]
	Summer School Bil/ESL:	[Dropdown]
Status Indicators	Campus of Account:	[Dropdown]
	Migrant:	<input checked="" type="checkbox"/>
	Immigrant:	<input type="checkbox"/>
	Asylee/Refugee Cd:	0
	Homeless Status Cd:	0
	Unaccomp Youth Status Cd:	0
Graduation	Graduation Type:	34
	AAR Grad Plan:	FHS Program
	Cert of CrsWrk Date Completed:	--
	CPR Date Completed:	--

MIGRANT-INDICATOR-CODE **Migrant** (E0984) indicates if the student, or the student's parent, spouse, or guardian, is a migratory agricultural worker. LEAs identify the students using their own recruitment program for self-identifying migrants, or they use the ESC co-op to identify migrants. Students coded as a migrant must provide a Certificate of

Eligibility (COE). For Submission 3, the code is 1 for a migrant student who has a COE on file as of the student's last day of enrollment during the school year.

UNSCHOOLED-ASYLEE/REFUGEE-CODE **Asylee/Refugee Cd** (E1076) applies only to students initially enrolled in grade levels 7-12 in the United States as unschooled asylees or refugees.

HOMELESS-STATUS-CODE **Homeless Status Cd** (E1082) indicates whether a student is homeless and, if homeless, what his primary nighttime residence is at the time of identification (shelter, doubled up, unsheltered, motel/hotel). LEAs must report all students who have experienced homelessness at some point during the school year. If a homeless student enters into permanent housing later in the same school year, this code should not be changed and should still indicate that the student is homeless for the remainder of the current school year. All students identified as homeless in the Fall Snapshot must also be coded as homeless in Submission 3.

UNACCOMPANIED-YOUTH-STATUS-CODE **Unaccomp Youth Status Cd** (E1084) indicates a youth (under 21 as of September 1) who is homeless, whether in or not in the physical custody of a parent or guardian, and receives services from the school district at least two hours per day. LEAs must report whether a homeless student is unaccompanied. If an unaccompanied student becomes accompanied later in the same school year, this code should not be changed and should still indicate that the student is unaccompanied for the remainder of the current school year. All students identified as unaccompanied in the Fall Snapshot must also be coded as unaccompanied in Submission 3.

EARLY-READING-INDICATOR-CODE **Early Reading Cd** (E1522) indicates if the student is eligible for accelerated reading instruction due to reading difficulties or dyslexia. This field applies only to grade levels KG-2 and is required for those students. Eligibility status is based on the latest assessment results available for the student. For Submission 3, report grade level reading status based on the latest assessment results available for the student.

You can use the Reset Values utility to set the early reading indicator code for all students in grade levels KG-2:

1. Go to **Registration > Utilities > Reset Values**.
2. In the **Item to Reset** field select *Early Reading Code*.

**Parameters For Reset**

Campus (Unchecked=All)  
 Grade Level (Unchecked=All)  
 Track (Unchecked=All)  
 Active Students  
 Inactive Students

Campus ID:   
 Grd Level:   
 Track:

**Item to Reset**

**Values to Reset**

**From**

 Specific  All  Blank

**To**

 Specific  Blank

- 1 Eligible for Accelerated Reading Instruction
- 2 Not Eligible for Accelerated Reading Instruction
- 3 Student was not assessed

Warning!! Any changes made from this Screen are p

3. Click **Reset Values**.

**NOTE:**

- See online Help for specific instructions on running this utility.
- The utility may need to be run multiple times to assign different codes to different groups of students.

**Registration > Maintenance > Student Enrollment > Bil/ESL**

Student:

Texas Unique Stu ID:

[Prev](#) [Next](#)

Demo1	Demo2	Demo3	At Risk	Contact	W/R Enroll	SpecEd	G/T	Bil/ESL	Title I	PRS	Generic	PK En
Delete	Details	Campus	Entry Date	Exit Date	Reason	BIL Type	ESL Type	LEP Cd	Par Perm Cd			
		101	08-27-2018	--		5	0	1	D			

LEP-INDICATOR-CODE **LEP Cd** (E0790) indicates if the student has been identified as limited English proficient. For submission 3, the code must reflect the student's LEP

status for the school year. The code must be *1* if the student was identified as LEP at any time during the school year.

**Registration > Maintenance > Student Enrollment > Generic**

Delete	Campus	Entry Date	Exit Date	Reason	Other Spc Pgms	Code 1	Code 2	Code 3	Code 4
	001	08-28-2017	--		ECH				

**NOTE:** ECHS, T-STEM, and any needed crisis codes should be set up as generic programs on **Registration > Maintenance > Campus Profile > Campus Generic Ent/Wd Program Codes**. The student should have a row on the Generic tab where the **Other Spc Pgms** field is set to the generic code for ECHS, T-STEM, or the crisis code if applicable.

- ECHS-INDICATOR-CODE (E1560) indicates if the student is enrolled in an Early College High School (ECHS). Students enrolled in an ECHS at any point in time during the school year are reported in Submission 3.
- T-STEM-INDICATOR-CODE (E1559) indicates if the student is enrolled in a Texas Science, Technology, Engineering, and Mathematics (T-STEM) Academy. Students enrolled in T-STEM at any point in time during the school year are reported in Submission 3.
- CRISIS-CODE (E1054) is used when a state health or weather related event impacts a group of students, and may or may not cause a student to leave the district or campus of residence. A crisis event is designated by the Commissioner of Education.

Check the district Generic Ent/Wd Program Codes tab to determine the program code used for a particular crisis.

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

**NEW for 2018!** ASSOCIATE-DEGREE-INDICATOR-CODE **Associate Degree** (E1596) indicates if the student earned an associate degree prior to graduation from high school. This should be reported by the district where the student received the associate degree.

## RUN REPORT FOR VERIFYING STUDENT-EXTENSION INTERCHANGE DATA

### Registration > Reports > Create Registration Report

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

Generic

IRM - Hurricane Irma

Entry Date  Exit Date  Reason

Code 1  Code 2  Code 3

## 2. Interchange: StudentEnrollmentExtension

### Complex Type: StudentSchoolAssociationExtension

**Description:** Represents the campus(es) in which a student is enrolled and/or withdrawn.

For Submission 3, each student must be reported with one and only one *StudentSchoolAssociationExtension* for the last campus on which the student was enrolled.

The following elements from the *StudentSchoolAssociationExtension* complex type are included in Submission 3:

- LAST-DATE-OF-ENROLLMENT (E1044) is generated by the program during the extracts and indicates the student's final date of enrollment in the district in the school year. Either the student's exit date or the last day of school is used, whichever is later. This is required for students in grade levels 7-12.

### Registration > Maintenance > Student Enrollment > Demo1

Demo1 Demo2 Demo3 At Risk Contact W/R Enroll SpecEd G/T Bil/ESL Title I PRS Generic PK

**Demographic Information**

Grade: 11 Entry Dt: 08-28-2017 Track: 01 Orig Entry: 08-28-2017 Withdrawal Dt: - -

Name: Brandon Salas  
First Middle Last Gen Nickname

Social Security Number Denied:  SSN: 400-92-9218 Prior SSN: 400-92-9218 Texas Unique Student ID: 2826449594

Sex: M DOB: 01-09-2000 Hispanic/Latino:  Aggregate Race/Ethnicity: H - Hispanic

White:  Black/African American:  Asian:  American Indian/ Alaskan Native:  Hawaiian:

**Student Indicators**

Elig Code: 1 Attribution Cd: 00

Campus ID Resid: - - Eco Disadvan: 02

Military Connected: 0 Foster Care: 0

**Current / Next Year Information**

Control Num: 425 CY Team Cod

Next Yr Cntrl: NY Team Cod

Next Yr Camp: 001 Here Last Yr:

- GRADE-LEVEL-CODE **Grade** (E0017) is the student's last grade level at the end of the school year or on the last day of enrollment of the school year.

- STUDENT-ATTRIBUTION-CODE **Attribution Cd** (E1000) indicates students enrolled in a charter school or students who are not legal residents of the district but are served by

the district. These student should not have **Attribution Cd 00** (i.e., No Attribution Code). Charter school students should *not* have **Attribution Cd 00** or **03** (i.e., *PEG - Public Education Grant*).

**CAMPUS-ID-OF-RESIDENCE Camp ID Resid** (E0903) is the campus ID that corresponds to the campus attendance area in which the student currently resides. The field is required for all students who do not legally reside in the district (regardless of where his parent/guardian resides), and for all students attending charter schools and JJAEPs.

- All students with **Elig Code 3** (i.e., *Eligible Transfer - Full Day*) or **6** (i.e., *Eligible Transfer Half Day*) must have a **Camp ID Resid**, and the **Attribution Cd** must be **06** (i.e., *Transfer Between Public School Districts*).
- A student whose current address is outside Texas must be reported with **Camp ID Resid 255000000**, and **Attribution Cd** must be **07** (i.e., *Out of State*).
- All students at a charter school must have a **Camp ID Resid**, and **Attribution Cd** must be **01** (i.e., *Open Enrollment Charter School*).
- All students at a JJAEP must have a **Camp ID Resid**, and **Attribution Cd** must be **02** (i.e., *JJAEP - Juvenile Justice Alternative Ed Program*).

### **Registration > Maintenance > Student Enrollment > Demo3**

The screenshot shows a software interface with a navigation bar at the top containing tabs: Demo1, Demo2, Demo3, At Risk, Contact, W/R Enroll, SpecEd, G/T, Bil/ESL, Title I, PRS, Generic, and PK. Below the navigation bar, there are several sections:
 

- Career Technology**: Includes checkboxes for Day Care CTE Support Service, Transport CTE Support Service, and Displaced Homemaker. It also has dropdown menus for Single Parent/Pregnant Teen and Career and Technology Ind (set to 1).
- Promotion**: Includes a dropdown for Year End Status (set to 11) and a checkbox for SSI Promotion.
- Status Indicators**: Includes a dropdown for Campus of Account (highlighted with a red circle) and a checkbox for Migrant.
- Graduation**: Includes a dropdown for Graduation Type (set to 34).

**CAMPUS-ID-OF-ACCOUNTABILITY Campus of Account** (E1027) is only required for students enrolled in DAEP or JJAEP and is used to determine attendance and leaver data. For Submission 3, this field is used to determine attendance and/or leaver data attribution for campus accountability. It cannot be a DAEP or JJAEP. This field is used for a student who was only enrolled at a DAEP and/or a JJAEP.

## **RUN REPORTS FOR VERIFYING STUDENT-SCHOOL-ASSOCIATION COMPLEX TYPE DATA**

### **Registration > Reports > Create Registration Report**

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

Report Title: Verify StudentSchoolAssociation

Campus Options:  Campus 001,  All Campuses

Demo 1: Demographic Information

Sch Yr,  Campus ID,  Student ID,  Grade,  Entry Dt,  Track,  Orig En

Withdrawal Dt,  Last Name,  First Name,  Middle Name,  Gen,  Nickname,  SSN De

SSN,  Masked SSN,  Prior SSN,  TX Unique Stu ID,  Sex,  DOB,  Hispan

Demo 3: Career Technology

Day Care CTE Support Service,  Single Parent/Pregnant Teen,  Transport CTE Support Service,  Career and Technology Inc

Displaced Homemaker

Promotion

Year End Status,  SSI Promotion,  Retained Reason 1,  Retained Reason 2,  Retained Reason 3

Status Indicators

Campus of Account,  Migrant,  Immigrant,  Asylee/Refugee,  Homeless Status

Unaccomp Youth Status,  Early Reading,  Summer School Bil/ESL,  Student Parent,  Even Start

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

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

Date Run: [Redacted] Student Status By Program Changes Program ID: SRG1200  
 Cnty-Dist: 001-901 001 School 4sem campus Page: 1 of 69  
 Campus: 001 Sch Year: 2019

Enrollment Records:

Stu ID	Student Name	Grd	SSN	Orig Entry	Entry	Withdraw	Wd Rsn	Stat	Exclsn	Elig	Trk	Attrib	Camp Res	CTE Elig	Yrs US Sch	Eco Dis	Stu La
392153	Adame, Nathalia	09	XXX-XX-XXXX	08-27-2018	08-27-2018			2		1	01	00		1	00		9
312281	Aguilar, Cheyenne N	09	XXX-XX-XXXX	12-05-2018	12-05-2018			1		1	01	00		1	01		9
092009	Aguilar, Emberlynn K	09	XXX-XX-XXXX	08-27-2018	08-27-2018			1		1	01	00		1	00		9
075933	Alatorre, Kevin D	09	XXX-XX-XXXX	08-27-2018	08-27-2018			1		1	01	00		1	01		9
082625	Alvarez, Anisa V	09	XXX-XX-XXXX	08-27-2018	08-27-2018			1		1	01	00		1	01		9
082960	Alvarez, Derrick D	09	XXX-XX-XXXX	08-27-2018	08-27-2018			1		1	01	00		1	00		9
110146	Alvarez, Jordyn A	09	XXX-XX-XXXX	08-27-2018	08-27-2018			1		1	01	00		1	01		9
410074	Alvarez, Jose O	09	XXX-XX-XXXX	08-27-2018	08-27-2018			1		1	01	00		1	01		9
082858	Amesquita, Daniel	09	XXX-XX-XXXX	08-27-2018	08-27-2018			1		1	01	00		1	01		9
077008	Anaya, James	09	XXX-XX-XXXX	08-27-2018	08-27-2018			1		3	01	06	015-908-042	1	01		9
390205	Anderson, Allison F	09	XXX-XX-XXXX	08-27-2018	08-27-2018			1		1	01	00		1	02		9
019004	Andrade Garcia, Claudia M	09	XXX-XX-XXXX	08-27-2018	08-27-2018			1		1	01	00		1	01		9

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

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).

Date Run: [REDACTED]	Enrollment by District of Residence	Program ID: SRG1800					
Cnty-Dist: 001-901	School Year: 2019	Page: 1 of 97					
Campus: All	Campuses 001, 003, 005, 006, 101						
Cycle: 6							
District of Residence: Blank							
Student Id	Student Name	Grade	Dt Entry	Dt Withdraw	Wd Cd	Track	Status
Campus: 001							
312101	Abrams, D'Koven Dominic	12	08/27/2018			03	Active
370382	Acevedo, Nicholas Ryan	12	08/27/2018			03	Active
370374	Acevedo, Sydney Desarey	12	08/27/2018			03	Active
016582	Acosta, Levi Rene	12	08/27/2018			01	Active
370398	Acuna, Michael Rene	11	08/27/2018			07	Active
023937	Adame, Marcus Vincent	12	08/27/2018			03	Active
392153	Adame, Nathalia	09	08/27/2018			01	Active
091654	Adams, Alexander Daven	11	08/27/2018			01	Active
091488	Adams, Christopher Patrick	11	08/27/2018			03	Active
016988	Adams, Jazett John	10	08/27/2018			03	Active

## Complex Type: StudentSectionAssociation

**Description:** Represents the complete list of courses that a student is taking or has attempted.

For Submission 3, one *StudentSectionAssociation* complex type data record must be reported for each reportable course from TEDS code table C022 that was attempted or completed by each student in membership in grade levels PK, KG, and 1-12. If a student repeats a course during the year with different outcomes, each course completion must be reported.

The following elements from the *StudentSectionAssociation* complex type are included in Submission 3:

- COURSE-SEQUENCE-CODE (E0948) - Described previously.

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

The screenshot shows a software interface for course selection. At the top, there are tabs for 'Course Selection', 'Course', 'Section', 'Instructor', and 'Copy Course Section'. Below these is a search area with a 'PK' field, a 'Title' dropdown, and a 'Retrieve' button. A main table lists course sections with columns: Del, Details, Course, Title, Sec, Max Seats, Stu Enroll Sem 1, Stu W/D Sem 1, Stu Enroll Sem 2, Stu W/D Sem 2, Multi Svc Ind, and Incl UIL Elig. Below the table are several configuration panels: 'Section Information' (Pop Srvd, Instruct Sett, Class Type, High Qual PK Prog, PK Sch Type, PK Prog Eval Type), 'Restrictions' (Type Rstrctn, Team Code, Gender Rstrctn, Grade Rstrctn), 'Course Codes and Credits' (Dual Crdt, Adv Tech Crdt, AAR Use, Grad Plan Use, Special Consid, College Credit Hrs), and 'District Information' (Crs Seq, Instruct Set, Pop Srvd, Role ID, Nbr Sem, OnRamps, Campus Information).

HOMEROOM-INDICATOR **Home Room Ind** (E1440) Indicates if the section is the student’s homeroom. For Submission 3, this must be reported for all kindergarten students.

**Grade Reporting > Maintenance > Student > Individual Maint > Crs Assign**

The screenshot shows the 'Crs Assign' interface. It has a top navigation bar with tabs: 'Crs Assign', 'Grd Update', 'Grd/Crs Maint', 'Course Codes', 'Sched Inquiry', 'Grade Avg', 'Crs/Sec Change', 'CTE', 'Assignments', 'Prior Yr Transfer', 'Cumulative Courses', and 'EOC Exception'. Below the navigation bar are filters for 'Include All WD Courses?', 'Current Entry Date: 08-27-2018', and 'Semester of Entry: 1'. There are 'Copy Courses' and 'Schedule Audit' buttons. The main area is split into two panels for 'Semester 1' (Current Track: 03, Current Sem 1: 08-27-2018) and 'Semester 2' (Current Sem 2: 10-29-2018). Each panel contains a table with columns: Del, Act Crs, Course, Sec, Title, Per, Entry Date, WD Date, Xfr Crs, and Sif Pod.

STUDENT-BEGIN-DATE **Entry Date** (E1069) is the date(s) the student was assigned, or reassigned, to a particular course-section in the current school year. For submission 3, this identifies the first date a student was assigned to the class in the current school year.

STUDENT-END-DATE **WD Date** (E1070) is the last date(s) the student was assigned, or reassigned to a particular course-section in the current school year. For submission 3, this identifies the last date a student was assigned to the class in the current school year.

**Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint**

Course: 1301 Eng 3 Section: 34 04 - 04 (102 - ROMERO, REBECCA) Semester: 1 Retrieve

Per: 04 Active Student

Absences						
Grade	Total	Unexc	Exc	Sch	Rel	Tardy
CYC1	0	0	0	0	0	0
CYC2	0	0	0	0	0	0
CYC3	0	0	0	0	0	0

Comments						
Grade	Total	Unexc	Exc	Sch	Rel	Tardy

Exam: Credit: EOC Score: AAR use: Transferred: 5  
 Sem: Pass/Fail: 01 EOC Sem: Special Crs Consid: CPR: 5  
 Final: GPA Override: EOC Final: Grad Plan Use Cd: ENGL

COURSE-COMPLETION-INDICATOR **Pass/Fail** (E1068) indicates if the student finished the full sequence of instruction for a course.

The same field is used for PASS/FAIL-CREDIT-INDICATOR-CODE (E0949) described later in this guide.

**Complex Type: StudentGraduationProgramExtension**

**Description:** For Submission 3, this identifies the intent of students enrolled in the Foundation High School Program by collecting the Participant Code, Distinguished Level of Achievement Indicator Code, and the Endorsement Indicator Codes. If a student has attended multiple campuses within the same school district over the course of a school year, then the last campus should be the one that is reporting the *StudentGraduationProgramExtension* Complex Type.

The following elements from the *StudentGraduationProgramExtension* complex type are included Submission 3:

CAMPUS-ID (E0266) For Submission 3, this refers to the campus where the high school student was enrolled on the last day of the school year, or his last day of enrollment during the school year. For example, if a student was enrolled at both campus 004 and campus 003 during the course of the school year, and was last enrolled at campus 003, the extension should reflect the FHSP data from campus 003, not 004. The student's exit date field must be blank for the campus he was last enrolled in.

**Registration > Maintenance > Student Enrollment > Generic**

Delete	Campus	Entry Date	Exit Date	Reason	Other Spc Pgms	Code 1	Code 2	Code 3	Code 4
	001	12-01-2017	--		IGC				

**NOTE:** IGC should be set up as a generic program on **Registration > Maintenance > Campus Profile > Campus Generic Ent/Wd Program Codes**. The student should have a row on the Generic tab with a row where **Other Spc Pgms** is set to the generic code for IGC if applicable.

INDIVIDUAL-GRADUATION-COMMITTEE-REVIEW-CODE (E1563) indicates if an Individual Graduation Committee (IGC) has been established for the student. For Submission 3, this is only reported for 11th and 12th grade students.

**Graduation Plan > Maintenance > Student > Individual Maintenance > PGP**

Grade Level: 09	9th Grd Entry Dt: 08-27-2018	Graduation Plan: FPBIVETSTU - FHSP Bus & Inds Veterinary Studies Pathway
Cohort: 2022		PEIMS Grad Type: 34 - FHS Prgm (9th GR 14-15 and thereafter)

Foundation	Endorsement	Distinguished	STAAR EOC Assmnts	College Readiness
4 English (English 1-3 & 1 Adv) 3 Math (Alg1, Geo, & 1 Adv) 3 Science (Bio, IPC or Adv & 1 Adv) 3 SS (US H, Eco/Govt & WG or WH) 2 Language Other Than English 1 Fine Arts 1 Physical Education 5 Electives (22 Credits) 1 - Pursuing	(22 Credits) 1 Math (Adv) 1 Science (Adv) 2 Electives (26 Credits)	(26 Credits) with 4 Science 1 Algebra 2 Endorsement 1 - Pursuing	English 1 English 2 Algebra 1 Approaches Biology 1 US History English 3 Algebra 2 Cum GPA 0.0000 Cum Rank 0	ACT.....Composite ACT PLAN...Composite PSAT Old...Combined PSAT New...Combined PSAT Section Scores SAT.....Combined SAT Section Scores College Readiness..... TSI Required

Industry Credentials or Certification	Accelerated Learning Plan	Monitor Plan
Date		

<b>Parent's Educational Expectation</b> Date Completed	<b>Endorsements</b> The Student must have 26 credits for an endorsement or distinguished level of achievement. STEM 0 - Not Participating Public Services 0 - Not Participating Business and Industry 1 - Pursuing Multi Disciplinary Studies 1 - Pursuing Arts and Humanities 0 - Not Participating	<b>PGP Acknowledgment</b> The importance of a High School Graduation endorsement, the distinguished level of postsecondary education, automatic financial aid have been explained. Student Signature Parent Signature Counselor Signature
---	--	---

**NOTE:** If the student does not have a graduation plan, the fields can be updated on **Registration > Maintenance > Student Enrollment > Demo3** instead.

- FHSP-PARTICIPANT-CODE **Foundation** (E1541) indicates if the student is currently enrolled in the FHSP. The code is reported at the end of the school year for all students in grade levels 9-12.
- FHSP-DISTING-LEVEL-ACHIEVE-INDICATOR-CODE **Distinguished** (E1542) indicates if the student is currently pursuing or has successfully completed the distinguished level of achievement program under the FHSP. For Submission 3, the code must be reported for any student who has completed or is pursuing the FHSP.
- STEM-ENDORSEMENT-INDICATOR-CODE **STEM** (E1544) indicates if the student is currently pursuing or has successfully completed a Science, Technology, Engineering, and Mathematics Endorsement. For Submission 3, the code must be reported for any student who has completed or is pursuing the FHSP.
- PUBLIC-SERVICES-ENDORSEMENT-INDICATOR-CODE **Public Services** (E1546) indicates if the student is currently pursuing or has successfully completed a Public Services Endorsement. For Submission 3, the code must be reported for any student who has completed or is pursuing the FHSP.
- BUSINESS-AND-INDUSTRY-ENDORSEMENT-INDICATOR-CODE **Business and Industry** (E1545) indicates if the student is currently pursuing or has successfully completed a Business and Industry Endorsement. For Submission 3, the code must be reported for any student who has completed or is pursuing the FHSP.
- MULTI-DISCIPLINARY-STUDIES-ENDORSEMENT-INDICATOR-CODE **Multi Disciplinary Studies** (E1548) indicates if the student is currently pursuing or has successfully completed a Multi-Disciplinary Studies Endorsement. For Submission 3, the code must be reported for any student who has completed or is pursuing the FHSP.
- ARTS-AND-HUMANITIES-ENDORSEMENT-INDICATOR-CODE **Arts and Humanities** (E1547) indicates if the student is currently pursuing or has successfully completed an Arts and Humanities Endorsement. For Submission 3, the code must be reported for any student who has completed or is pursuing the FHSP.

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## **RUN REPORTS FOR VERIFYING STUDENT-GRADUATION-PROGRAM-EXTENSION COMPLEX TYPE DATA**

### ***Graduation Plan > Reports > SGP1000 - Student Personal Graduation Plan***

SGP1000 allows you to view students personal graduation plans (PGPs). Verify data for each student who has a graduation plan.

001 School 4sem campus				Personal Graduation Plan										
Student ID: 370398		Name: Acuna, Michael Rene		DOB: 02/19/2001		Grade Level: 11		Cohort Year: 2019		Grad				
CPR Date Completed:			Speech Date Completed:			Peace Officer Interact Date Completed:			STAAR EOC Assess					
Foundation			Endorsement			Distinguished			Endorsements			Date		
4 English (English 1-3 & 1 Adv)			(22 Credits)			(26 Credits)			STEM			Not Participating		
3 Math (Alg1, Geometry & 1 Adv)			1 Math (Adv)			with 4 Science			Public Services			Not Participating		
3 Science (Bio,IPC or Adv & 1Adv)			1 Science			1 Algebra 2			Business & Industry			Not Participating		
3 SS (USH,Eco/Govt & WG or WH)			(Adv)			Endorsement			Multi-Discipln Studies			Pursuing		
2 LOTE			2 Electives						Arts & Humanities			Pursuing		
1 FA														
1 PE														
5 Electives Pursuing						Pursuing								
(22 Credits)														
College Career Instruction No														
												English 1 II		
												English 2 Approa		
												Algebra 1 II		
												Biology 1 II		
												US History Meets		
												English 3		
												Algebra 2		
												Cum GPA 1.7057		
												Cum Rank 5		
JH/MS Credits	Credits	SE	9th Grade - 15/16		Credits	SE	10th Grade - 16/17		Credits	SE	11th Gr			
! PE3MBS	0.5	J X	Alg1-9		1.0		Art 2 - 2D				Algebra			
SPAN 1	1.0	J	Art 1-9		1.0		Chemistry		0.5		Eng 2A			
SPAN 2	1.0	J	Biology 9		1.0		Eng 2		0.5		Eng 3			
			Eng 1- 9		1.0		Geometry		0.5		Eng 3 B			
			PE Boys 9		1.0		! InstrumEns 1		0.5		Geom A			
			PrinInfoTech		0.5	A	Mariachi 2		1.0		Geom B			
			Wld Geog 9		1.0		Orchestra 2		1.0		Mariach			
							Wld Hist		1.0		Orchest			

**Registration > Reports > Create Registration Report**

If the student does not have a graduation plan, data can be verified by creating a customized report. Select the fields for the various elements, and click **Create Report**.

OneComp Under Status     Entry Reasoning     Summer School Dis/Exc     Student Parent     Even Start

Neglected/Delinquent     Military Enlistment

**Graduation**

Graduation Type     Graduation Date     AAR Grad Plan     Texas Grant Eligibility

Cert of CrsWrk Dt Completed     College Entry     CPR Date Completed     Speech Date Completed

Peace Officer Interact Date Completed     College Career Instruction     Foundation Coursework     Distinguished Coursework

STEM     STEM Date Completed     Public Services     Public Services Date Completed

Business and Industry     Business and Industry Date Completed     Multi Disciplinary Studies     Multi Disciplinary Studies Date

Arts and Humanities     Arts and Humanities Date Completed     Industrial Certification1     Industrial Certification1 Date C

Industrial Certification2     Industrial Certification2 Completed     Industrial Certification3     Industrial Certification3 Date C

Industrial Certification4     Industrial Certification4 Date Completed     Industrial Certification5     Industrial Certification5 Date C

**DAP Advanced Measures**

**PRS**

Campus     Entry Date     Exit Date     Reason     PRS     CEHI     CTE Elig

**Generic**

IGC - Individual graduation committee     Entry Date     Exit Date     Reason     Code 1     Code 2     Code 3     Code 4

**PK Enroll**

Campus     Entry Date     Exit Date     Reason     PK Program Cd     PK Funding Source     PK Secondary Funding

3. [Interchange: StudentProgramExtension](#)

**Complex Type: StudentProgramExtension**

**Description:** Represents any program designed to work in conjunction with or to supplement the main academic program to provide instruction, training, services or benefits through federal, state, or local agencies. Programs may include organized extracurricular activities.

The following elements from the *StudentProgramExtension* complex type are included in Submission 3:

**Registration > Maintenance > Student Enrollment > Demo3**

The screenshot shows a web interface for 'Demo3' under the 'Student Enrollment' section. At the top, there are navigation tabs: Demo1, Demo2, Demo3 (selected), At Risk, Contact, W/R Enroll, SpecEd, G/T, BI/ESL, Title I, PRS, Generic, and PK. Below the tabs, there is a 'Career Technology' section with three checkboxes: 'Day Care CTE Support Service', 'Transport CTE Support Service', and 'Displaced Homemaker'. To the right of these checkboxes are three dropdown menus: 'Single Parent/Pregnant Teen', 'Career and Technology Ind', and another dropdown. The 'Career and Technology Ind' dropdown is circled in red and shows the value '2'. Below this section are three buttons: 'Promotion', 'Status Indicators', and 'Graduation'.

CAREER-AND-TECHNICAL-ED-IND-CD **Career and Technology Ind** (E0031) indicates if the student is enrolled in a state-approved career and technical education course (CTE) as an elective, as a participant in the district's career and technical coherent sequence of courses, or as a participant in the district's tech prep program. For Submission 3, the code is based on the student's end-of-year status. If the student is in grade level 6-12 and the CTE indicator is 1, there must be a course completion record with a valid CTE service ID from the C022 table.

**NOTE:** A student can have this code set to 1 if he completed the first semester of a CTE course and did not enroll in the CTE course for the second semester.

You can use the Set Student CTE Indicators utility to automatically set student CTE indicators for Submission 3:

This utility assigns students who are taking at least one CTE course (i.e., the C022 service ID type = VOED) to code 1.

1. Go to **Registration > Utilities > Set Student CTE Indicators**.

Utilities > Set Student CTE Indicators

**⚠ CTE indicators will be set to 1 for grades 06 to 12 for the Campus and the CTE option selected.**

**Selection**

Campus: 001 ▼

Set CTE Indicators for Fall PEIMS As-of Date(MMDDYYYY):

Set CTE Indicators for Summer PEIMS

**Execute**

2. Select the campus, select **Set CTE Indicators for Summer PEIMS**, and click **Execute**.

3. Review the Preview Report, which lists students by grade level whose CTE indicator is set to 1.

**Date Run:** Set Student CTE Indicators for Summer PEIMS  
**Cnty-Dist:** 020-020 **As-of Date:**  
**Campus :** 001 **Agarita High School**  
**Grade:** 09  
**Student ID Name (CTE indicators for the following Students are set to 1)**

019850	Acosta, Gabriel Joseph
091629	Adams, Rocio
081704	Adcox, Christian Ryan
024271	Agosto, Davin Frank
025327	Aguero, Jayden Jaxine
019743	Aguilar, Homer M

**Registration > Maintenance > Student Enrollment > SpecEd**

Save

Student: 010494 : Aguillon, Viridiana Lisbeth Retrieve Comments

Texas Unique Stu ID: 7919182897 Directory Hist Directory Bus In

Prev Next

Demo1 Demo2 Demo3 At Risk Contact W/R Enroll SpecEd G/T Bi/ESL Title I PRS Generic PK En

Delete	Campus	Entry Date	Exit Date	Reason	Primary Dis	Instrl Set	Speech	CTE Elig	Regional Dis
	101	08-27-2018	- -	...	+33	09	00	1	0

SPECIAL-ED-INDICATOR-CODE (E0794) indicates if the student is participating in a special education instructional and related services program, or a general education

program using special education support services, supplementary aids, or other special arrangements.

**Registration > Maintenance > Student Enrollment > G/T**

The screenshot shows a web form for student enrollment. At the top, there is a 'Save' button on the left. The main form area contains two input fields: 'Student: 083111 : Alanis, David Peretz Jaye' and 'Texas Unique Stu ID: 1100328513'. To the right of these fields are buttons for 'Retrieve', 'Directory', 'Comments', 'Hist Directory', and 'Bus In'. Below the input fields are 'Prev' and 'Next' links. A horizontal menu below the form includes buttons for 'Demo1', 'Demo2', 'Demo3', 'At Risk', 'Contact', 'W/R Enroll', 'SpecEd', 'G/T', 'Bi/ESL', 'Title I', 'PRS', 'Generic', and 'PK En'. Below the menu is a table with the following data:

Delete	Campus	Entry Date	Exit Date	Reason	Gift/Talent
	101	08-27-2018	--		<input checked="" type="checkbox"/>

GIFTED-TALENTED-INDICATOR-CODE **Gift/Talent** (E0034) indicates if the student is participating in a state-approved gifted and talented program for each six-week reporting period. For Submission 3, the code must reflect the student’s participation in the program for the school year. If a student leaves the program during the school year, report the student with code 1 at the end of the school year.

**Registration > Maintenance > Student Enrollment > PRS**

The screenshot shows a web form for student enrollment. At the top, there is a 'Save' button on the left. The main form area contains two input fields: 'Student: 312192 : Natal, Madison Katelyn' and 'Texas Unique Stu ID: 5233485918'. To the right of these fields are buttons for 'Retrieve', 'Directory', 'Comments', 'Hist Directory', and 'Bus In'. Below the input fields are 'Prev' and 'Next' links. A horizontal menu below the form includes buttons for 'Demo1', 'Demo2', 'Demo3', 'At Risk', 'Contact', 'W/R Enroll', 'SpecEd', 'G/T', 'Bi/ESL', 'Title I', 'PRS', 'Generic', and 'PK En'. Below the menu is a table with the following data:

Delete	Campus	Entry Date	Exit Date	Reason	PRS	CEHI	CTE Elig
	001	08-31-2018	--		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

PREGNANCY-RELATED-SERVICES **PRS** (E1432) indicates whether a female student was eligible to receive pregnancy-related services.

**RUN REPORTS FOR VERIFYING STUDENT-PROGRAM-EXTENSION COMPLEX TYPE DATA**

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

SRG1200 lists student status in all programs. Type Y for each program and print each report separately.

Date Run:		Student Status By Program Changes					Program ID: SRG1200				
Cnty-Dist: 015-102		TxELS High School					Page: 1 of 2				
Campus: 001		Sch Year: 2020									
<b>Gifted and Talented Records:</b>											
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
082417	ALDERMAN, ORLANDO J	09	XXX-XX-XXXX	08-21-2019			1	0	0	0	0
007041	BROWN, JERRY J	09	XXX-XX-XXXX	08-21-2019			1	1	1	1	1
081019	DURAN, CALI J	09	XXX-XX-XXXX	08-21-2019			1	0	0	0	0
100936	FLORES, DEVYN J	09	XXX-XX-XXXX	08-21-2019			1				
081536	GARCIA, MICHAEL A	09	XXX-XX-XXXX	08-21-2019			1	0	0	0	0
081689	HAGEN, REESE E	09	XXX-XX-XXXX	08-21-2019			1	0	0	0	0

**Grade Reporting > Reports > Grade Reporting Reports > Student Verification > SGR1600 - Career & Technology Code Verification**

SGR1600 provides a list of all students who have a CTE course in their schedule.

Run:		Career and Technology Code Verification Report										Program ID: SGR1600							
Dist: 001-901		001 School 4sem campus										Page: 1 of 63							
Campus: 001		Sch Year: 2019 Semester: 2																	
Name	Student ID	SSN State ID	Grd Lvl	Enrl Nbr	Act Cd	Trk	WD Date	Course Number	Sec Nbr	Period	Sem Nbr	Car Tech Code	CTE Crd Amt	Xtr Crs	TEA Service ID	TEA Service ID Description	TEA Service ID Override	Crs Dt Entry	Crs Dt Withdrw
D,Koven D	312101	XXX-XX-3554	12	802	1	03		8811	02	01 - 01	2	1	1		13018300	POLISCI1		10/29/2018	
s, Nicholas R	370382	XXX-XX-8977	12	1	03			8816	01	01 - 01	2	2	2		13040300	DISTLGE		10/29/2018	
s, Sydney D	370374	XXX-XX-3241	12	310	1	03		8012	01	04 - 04	2	2	1		13000700	ADVANSO		10/29/2018	
								8018	01	02 - 02	2	2	2		13002600	PRACAFNR1		10/29/2018	
Levi R	016582	XXX-XX-8747	12	308	1	01		8106	03	04 - 04	2	2	1		13034400	ENTREP		10/29/2018	
								8613	01	02 - 02	2	2	2		13028000	PRACIT1		10/29/2018	
Marcus V	023937	XXX-XX-8288	12	818	1	03		8604	01	01 - 01	2	2	2		13027300	COMPMTN		10/29/2018	
Alexander D	081654	XXX-XX-0396	11	818	1	01		8604	03	02 - 02	2	2	2		13027300	COMPMTN		10/29/2018	
Jarrett J	016988	XXX-XX-8246	10	904	1	03		8307	05	05 - 05	2	2	1		13008900	PROFCOMM		10/29/2018	
								8802	03	02 - 02	2	2	1		13028300	LAWENF1		10/29/2018	
Gregorio	081381	XXX-XX-0119	11	706	1	03		8016	01	04 - 04	2	2	1		13002000	HORTISCI		10/29/2018	
								8307	05	05 - 05	2	2	1		13008900	PROFCOMM		10/29/2018	
Sebastian	081852	XXX-XX-8816	10	602	1	03		8007	01	06 - 06	2	2	1		13002200	AGMECHMT		10/29/2018	
Aaron B	076775	XXX-XX-3260	10	602	1	01		8503	01	04 - 04	2	2	1		13005100	CONTECH1		10/29/2018	
Alexander	024138	XXX-XX-2329	11	419	1	01		8802	02	02 - 02	2	2	1		13020400	HLTHSCI		10/29/2018	
Eduardo	023865	XXX-XX-1081	12	210	1	03		8213	01	06 - 06	2	2	2		13026300	COBMET2		10/29/2018	
								8217	05	03 - 03	2	2	1		13026050	PRICOSMO		10/29/2018	
Latavia D	025604	XXX-XX-8260	10	206	2	01	10/01/2018	8006	01	03 - 03	2	0	1		13000300	LIVEPROC		10/29/2018	10/29/2018
								8904	02	04 - 04	2	0	1		13020300	MEDTERM		10/29/2018	10/29/2018
Mario	082380	XXX-XX-8909	12	210	1	03		8813	01	04 - 04	2	2	1		13020600	ANATPHYS		10/29/2018	

- Verify and update data for students in CTE, and verify their enrollment in a CTE-eligible class.
- Verify the information in columns **Car Tech Code** and **TEA Service ID**. Sorting the report by these columns may be helpful.
- The **CTE Crd Amt** field displays the number of hours earned for each course toward CTE contact hours. Ensure that all 6th-8th grade CTE courses display 0, unless it is a self-contained course for special education students only.

**Complex Type: StudentTitleIPartAProgramAssociationExtension**

**Description:** Represents the Title I Part A program(s) that a student participates in or receives services from.

The following elements from the *StudentTitleIPartAProgramAssociationExtension* complex type are included in Submission 3:

**Registration > Maintenance > Student Enrollment > Title I**

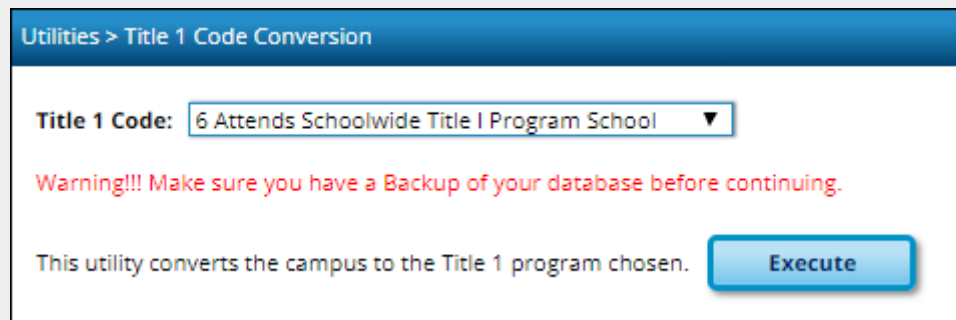
- TITLE-I-PART-A-INDICATOR-CODE **Title I Code** (E0894) indicates if the student is participating in a Title I, Part A program. For submission 3, valid codes are 6 (*schoolwide program school*), 7 (*targeted assistance*), 9 (*homeless*), and A (*neglected*). All students attending a Title I, Part A Schoolwide Program School must be reported as code 6.

**NOTE:** Verify Title I entry and withdrawal dates for all Title I students. All students attending a Title I, Part A Schoolwide Program School must be reported with a TITLE-1-PART-A-INDICATORCODE 6.

For a schoolwide Title I campus, you can use the Title I Code Conversion utility to set **Title I Code** to 6 for all students:

1. Go to **Registration > Utilities > Title 1 Code Conversion**.
2. In the **Title 1 Code** field, select *6 Attends Schoolwide Title I Program*

*School.*



Utilities > Title 1 Code Conversion

Title 1 Code: 6 Attends Schoolwide Title I Program School ▼

Warning!!! Make sure you have a Backup of your database before continuing.

This utility converts the campus to the Title 1 program chosen. **Execute**

3. Click **Execute**.

- TITLE-I-PART-A-READING-INDICATOR-CODE **Reading Code** (E1018) indicates if the student at a targeted-assistance campus or identified as homeless or neglected has received Title I, Part A-funded supplementary reading instruction during the current school year, or will receive instruction before July 1.
- TITLE-I-PART-A-SCIENCE-INDICATOR-CODE **Science Code** (E1021) indicates if the student at a targeted-assistance campus or identified as homeless or neglected has received Title I, Part A-funded supplementary science instruction during the current school year, or will receive instruction before July 1.
- TITLE-I-PART-A-MATHEMATICS-INDICATOR-CODE **Math Code** (E1020) indicates if the student at a targeted-assistance campus or identified as homeless or neglected has received Title I, Part A-funded supplementary mathematics instruction during the current school year, or will receive instruction before July 1.
- TITLE-I-PART-A-SOCIAL-STUDIES-INDICATOR-CODE **Social Studies Code** (E1022) indicates if the student at a targeted-assistance campus or identified as homeless or neglected has received Title I, Part A-funded supplementary social studies instruction during the current school year, or will receive instruction before July 1.
- TITLE-I-PART-A-GUIDANCE-COUNSELING-SERVICES-INDICATOR-CODE **Guidance Couns** (E1024) indicates if the student at a targeted-assistance campus or identified as homeless or neglected has received Title I, Part A-funded supplementary counseling, pupil services, or college and career awareness and preparation during the current school year, or will receive guidance/counseling services before July 1.
- TITLE-I-PART-A-HEALTH-SERVICES-INDICATOR-CODE **Health** (E1026) indicates if the student at a targeted-assistance campus or identified as homeless or neglected has received Title I, Part A funded health, dental, or eye care services during the current school year, or will receive services before July 1.

TITLE-I-PART-A-SOCIAL-WORK-SERVICES-INDICATOR-CODE **Social Work** (E1025) indicates if the student at a targeted-assistance campus or identified as homeless or neglected has received Title I, Part A-funded supplementary social work services during the current school year, or will receive services before July 1.

**RUN REPORT FOR VERIFYING STUDENT-TITLE-I-PART-A-PROGRAM-ASSOCIATION-EXTENSION COMPLEX TYPE DATA**

**Registration > Reports > Registration Reports > Program > SRG1200 - Student Status Change by Program**

Run SRG1200 with the **Print Title 1** Records parameter set to Y. Verify all entry and withdrawal dates and special program services.

Date Run:		Student Status By Program Changes				Program ID: SRG1200	
Cnty-Dist: 001-901		001 School				Page: 1 of 54	
Campus: 001		Sch Year: 2019					
<b>Title I Records:</b>							
Stu ID	Student Name	Grd	SSN	Entry	Withdraw	Wd Rsn	Title I
392153	Adame, Nathalia	09	XXX-XX-XXXX	08-27-2018			6
312281	Aguilar, Cheyenne N	09	XXX-XX-XXXX	12-05-2018			6
092009	Aguilar, Emberlynn K	09	XXX-XX-XXXX	08-27-2018			6
075933	Alatorre, Kevin D	09	XXX-XX-XXXX	08-27-2018			6
082625	Alvarez, Anisa V	09	XXX-XX-XXXX	08-27-2018			6
082960	Alvarez, Derrick D	09	XXX-XX-XXXX	08-27-2018			6
110146	Alvarez, Jordyn A	09	XXX-XX-XXXX	08-27-2018			6
410074	Alvarez, Jose O	09	XXX-XX-XXXX	08-27-2018			6
082858	Amesquita, Daniel	09	XXX-XX-XXXX	08-27-2018			6
077008	Anaya, James	09	XXX-XX-XXXX	08-27-2018			6

4. [Interchange: StudentAttendanceExtension](#)

**Complex Type: BasicReportingPeriodAttendanceExtension**

**Description:** Represents the recording of a student’s regular reporting period attendance.

The following elements from the *BasicReportingPeriodAttendanceExtension* complex type are included in Submission 3:

- GRADE-LEVEL-CODE (E0017) - Described previously.
- INSTRUCTIONAL-TRACK-INDICATOR-CODE (E0975) - Described previously.
- REPORTING-PERIOD-INDICATOR-CODE (E0934) - Described previously.

NUMBER-DAYS-TAUGHT (E0935) - Described previously.

TOTAL-ELIGIBLE-DAYS-PRESENT (E0937) is the total number of days the student was present and eligible for Foundation School Program funding during a particular reporting period. This is calculated as the number of days the student was enrolled in the reporting period minus the number of days the student was absent.

ATTENDANCE-EVENT-INDICATOR (E1085) is the attendance event type (i.e., Regular, Bilingual, CTE, ESL, PRS, Special Ed, Flexible-Regular, Flexible-Bilingual, Flexible-CTE, Flexible-ESL, Flexible-PRS, Flexible-Special Ed). **This is hard coded in the program according to the code table C188.**

**Registration > Maintenance > Student Enrollment > W/R Enroll**

Delete	Details	Campus	Entry Date	Exit Date	Reason	Status	Exclusion	Grade	Elig Cd	Track	Attrib Cd	Camp Res	CTE Elig	Comnts
		001	08-27-2018	--		1		12	4	03	00	--	<input checked="" type="checkbox"/>	

Campus:  Status Cd:  Track:   
 Entry Date:  Exclusion Code:  Attribution Cd:   
 Exit Date:  Grade Level:  Camp Resid:   
 Reason:  Eligibility Code:  CTE Elig:

- 0: Enrolled, not in membership
- 1: Eligible for Full Day Attend
- 2: Eligible for Half Day Attend
- 3: Eligible transfer - Full Day
- 4: Ineligible - Full Day

TOTAL-INELIGIBLE-DAYS-PRESENT (E0936) is the total number of days the student was present but ineligible for Foundation School Program funding during a particular reporting period. This is a count of the days the student was enrolled in school but not eligible for membership.

**Attendance > Maintenance > Student > Student Inquiry > Cumulative**

Count of Absences		Count of Tardies		Attendance By Date		Attendance Audit		District Yearly Count		Letter Control		Cumulative	
Date Run: [REDACTED]				Cumulative Absences				Program ID: STA0030					
Cnty-Dist: 925-925				101 School				Page: 1 of 1					
As of Date: [REDACTED]				Grade: 01									
Student ID: 981396 AGUERO-MUNOZ, LAILA L													
Sch Year	Cyc	Campus	Track	ADA Per	Days Taught	Days Mbrshp	Exc Abs	Unex Abs	Total Abs	Days Present	% of Att		
2020	1	101	01	02	29	29	0	2	2	27	93%		
2020	2	101	01	02	24	24	2	0	2	22	92%		
2020	3	101	01	02	27	27	1	0	1	26	96%		
2020	4	101	01	02	31	31	0	0	0	31	100%		
2020	5	101	01	02	29	12	0	0	0	12	100%		
2020	6	101	01	02	32	0	0	0	0	0	0		
<b>Totals:</b>						<b>123</b>	<b>3</b>	<b>2</b>	<b>5</b>	<b>118</b>	<b>96%</b>		
2019	1	101	01	02	29	29	0	0	0	29	100%		
2019	2	101	01	02	24	24	0	0	0	24	100%		

TOTAL-DAYS-ABSENT (E0036) is the total number of days the student was absent during a particular reporting period.

**Registration > Maintenance > Student Enrollment > PK Enroll**

Demo1		Demo2		Demo3		At Risk		Contact		W/R Enroll		SpecEd		G/T		Bi/ESL		Title I		PRS		Generic		PK Enroll	
Delete	Details	Campus	Entry Date	Exit Date	Reason	PK Program Cd	PK Funding Source	PK Secondary Funding																	
		101	08-27-2018	--		02	2																		
+ Add																									
Campus:	<input type="text" value="101"/>	PK Program Code:	<input type="text" value="02"/>																						
Entry Date:	<input type="text" value="08-27-2018"/>	PK Funding Source:	<input type="text" value="2"/>																						
Exit Date:	<input type="text" value="--"/>	PK Secondary Funding:	<input type="text"/>																						
Reason:	<input type="text"/>																								
+33																									

PK-PROGRAM-TYPE-CODE **PK Program Code** (E1078) is the length of the student's PK instructional day. The code is required for all PK students reported in Submission 3.

PRIMARY-PK-FUNDING-SOURCE-CODE **PK Funding Source** (E1079) indicates the primary source of funding for the PK student.

SECONDARY-PK-FUNDING-SOURCE-CODE **PK Secondary Funding** (E1080) indicates the secondary source of funding for the PK student.

## VERIFY DISTRICT POSTING CODES

**Attendance > Maintenance > District > Posting Codes**

Verify all district posting codes, paying close attention to the ADA Codes.

Save		Print			
Delete	Posting Code	Description	ADA Code	Prepost	Absence Type
	1	Parent Note Excused	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A
	2	Discipline Excused	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A
	3	Discipline Unexcused	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	U
	A	Excused absence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A
	B	Extra Curricular Band	<input type="checkbox"/>	<input checked="" type="checkbox"/>	E
	C	Court Appearance	<input type="checkbox"/>	<input type="checkbox"/>	C
	D	Student Mentorship Absence	<input type="checkbox"/>	<input type="checkbox"/>	D
	E	Extra Curricular Sports	<input type="checkbox"/>	<input checked="" type="checkbox"/>	E
	F	Non UIL activity/present	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F
	G	Military deployed parent	<input type="checkbox"/>	<input type="checkbox"/>	G
	H	Visit Higher Ed Institution	<input type="checkbox"/>	<input checked="" type="checkbox"/>	H
	I	Citizen/paperwork/ceremony	<input type="checkbox"/>	<input type="checkbox"/>	I
	J	Pursuing Military Enlistment	<input type="checkbox"/>	<input type="checkbox"/>	Q
	K	Election clerk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	K
	L	DFPS court ordered absence	<input type="checkbox"/>	<input type="checkbox"/>	L
	M	Medical Excused	<input type="checkbox"/>	<input type="checkbox"/>	M
	O	Present on campus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N
	P	Present	<input type="checkbox"/>	<input checked="" type="checkbox"/>	P
	Q	Present at test site	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N
	R	Religious Excused	<input type="checkbox"/>	<input type="checkbox"/>	R

**Registration > Maintenance > Student Enrollment > W/R Enroll**

Ensure that valid campus entry and withdrawal dates are entered for all students.

Demo1		Demo2		Demo3		At Risk		Contact		W/R Enroll		SpecEd		G/T		Bil/ESL		Title I		PRS		Generic		PK Enroll	
Delete	Details	Campus	Entry Date	Exit Date	Reason	Status	Exclusion	Grade	Elig Cd	Track	Attrib Cd	Camp Res	CTE Elig	Comrn											
		001	08-27-2018	08-27-2018	80	No Show		09	1	01	00	--	<input checked="" type="checkbox"/>												

## RUN REPORTS FOR VERIFYING BASIC-REPORTING-PERIOD-ATTENDANCE-EXTENSION COMPLEX TYPE DATA

**Attendance > Reports > Attendance Reports > Audit > SAT0500 - Campus Attendance Summary**

SAT0500 provides absence information by campus, track, and period. You can use the report to verify attendance for each day, period, and code.

Date Run:		Attendance Summary										Program ID:				
Cnty-Dist: 020-020		Agarita High School										Page: 3				
Campus: 001		For: Attendance Track: All														
Student ID	Student Name	Trk	Grd Lvl	Cntrl Nbr	Period = Posting Reason										Student Phone	
					0	1	2	3	4	5	6	7	8	9	10	
091347	Aguilar, Frank N	01	09			U	U	U	U	U	U	U	U	U	U	(555) 557-9853
092528	Aguilar, Joshua Z	01	10	413		M	M	M	M	M	M	M	M	M	M	
018608	Aguinaga, Saleen A	01	12	855		U	U	U	U	U	U	U	U	U	U	(555) 257-0858
091626	Balderas Escalante, Samiel I	02	09	207		U										(555) 472-8983
024341	Cardoza, Mercedes A	01	09			J	J	J	J	J	J	J	J	J	J	(555) 431-9637
024001	Carey, Madeline M	01	10	117		U	U	U	U	U	U	U	U	U	U	(555) 269-8782
017096	Conley, Arturo A	01	10	413		2	2	2	2							(555) 401-7841
018495	Pacheco, Alexis M	01	10	115		U	U	U	U	U	U	U	U	U	U	(555) 542-4316
311926	Quevedo Martinez, Josue I	01	12	135		G	G	G								(492) 086-7986
092265	Talamantez, Jennifer R	02	12	432		U	U	U		1	1	1	1			(147) 298-3464
390000	Talamantez, Kamrie J	02	11	234		U										(555) 541-7962
372501	Wahrmund, Joe A	01	10	111		G	G	G								(555) 620-0484

Period		1	2	3	4	5	6	7	8	9	10
Total Excused Absences (A)		1	1	1	1	1	1	1	1	0	0
Total Unexcused Absences (U)		8	6	6	5	5	5	5	5	3	0
Total Excused From Class (E)		0	0	0	0	0	0	0	0	0	0
Total Tardy (T)		0	0	0	0	0	0	0	0	0	0
Total Medical Excused (M)		1	1	1	1	1	1	1	1	1	1
Total Religious Holiday (R)		0	0	0	0	0	0	0	0	0	0
Total Screening-Medicaid (S)		0	0	0	0	0	0	0	0	0	0
Total Mentorship (D)		0	0	0	0	0	0	0	0	0	0
Total School related non-UIL (F)		0	0	0	0	0	0	0	0	0	0

**Attendance > Reports > Attendance Reports > Audit > SAT0900 - Campus/District Summary Report**

SAT0900 provides the eligible/ineligible attendance days present and absent and special program contact hours. SAT0900 should be run at the end of every cycle to verify data.

- o Table I can be compared to TSDS reports PDM3-130-001, PDM3-130-004, and PDM3-130-005.
- o Table II can be used to verify CTE contact hours.
- o Table III can be used to verify special education data.
- o Table IV can be used to verify G/T data.

Mockingbird ISD Agarita High School		<b>Table I</b> Campus Summary Report - Student Attendance and Contact Hours by Cycle For School Year						
Cycle 3 Reporting Period		Dates Covered						
A Number of Days Taught -		Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	
B	Tot Days Membership - All Students	0.00	0.00	0.00	0.00	0.00	0.00	
C	Tot Days Absent - All Students	0.00	0.00	0.00	0.00	0.00	0.00	
D	Tot Days Present - All Students (B-C)	0.00	0.00	0.00	0.00	0.00	0.00	
E	Ineligible Days Present	0.00	0.00	0.00	0.00	0.00	0.00	
F	Total Eligible Days Present (D-E)	0.00	0.00	0.00	0.00	0.00	0.00	
G	Eligible Days Bilingual/ESL	0.00	0.00	0.00	0.00	0.00	0.00	
H	Eligible Days Pg Related Services	0.00	0.00	0.00	0.00	0.00	0.00	
I	Eligible Days Sp. Ed. Mainstream	0.00	0.00	0.00	0.00	0.00	0.00	
Q	Percent Attendance	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
All Grades		Total						
J	Refined ADA - Bilingual/ESL (G/A)	0.00						
K	Refined ADA - Sp. Ed. Mainstream (I/A)	0.00						
M	Career & Technology FTE ( T / (6 * A) )	0.00						
N	Special Education FTE ( U / (6 * A) )	0.00						
O	Regular Program Refined ADA ( P - R )	0.00						
P	Refined ADA (F/A)	0.00						

TEXAS ISD 2Sem/3Cyc High School		<b>Table II - TIER 1</b> Campus Summary Report - Student Career & Technical Contact Hours by Semester										4/24/2023 13:26:49 001-905-001 Track: 00					
1st Six Weeks Aug. 10 - Sep. 16		2nd Six Weeks Sep. 20 - Oct. 28					Semester: 1 3rd Six Weeks Nov. 01 - Dec. 16										
Column A		Column B		Column C			Column A		Column B			Column C					
Career & Tech Code	Number of Days by CTE Code	Contact Hour Value	Tier Value	Total Eligible Contact Hours	FTE	Number of Days by CTE Code	Contact Hour Value	Tier Value	Total Eligible Contact Hours	FTE	Number of Days by CTE Code	Contact Hour Value	Tier Value	Total Eligible Contact Hours	FTE		
V1	0.00	1	0.000	0.00	0.000	V1	0.00	1	0.000	0.00	0.000	V1	0.00	1	0.000	0.00	0.000
V2	0.00	2	0.000	0.00	0.000	V2	0.00	2	0.000	0.00	0.000	V2	0.00	2	0.000	0.00	0.000
V3	0.00	3	0.000	0.00	0.000	V3	0.00	3	0.000	0.00	0.000	V3	0.00	3	0.000	0.00	0.000
0.00		0.00			0.000	0.00		0.00			0.000	0.00		0.00			0.000

TEXAS ISD 2Sem/3Cyc High School		<b>Table III</b> Campus Summary Report - Special Education Hours by Semester For School Year 2022-2023 1st Cycle Aug. 10 - Sep. 16							4/24/2023 13:26:49 001-905-001 Track: 00	
Codes		Special Education Instructional Settings	Column A Eligible Days by Instruct. Settings	Column B Contact Hour Value	Column C Special Ed Contact Hrs Served	Column D Excess Hours	Column E Total Eligible Contact Hours	FTE		
(00)	Speech		812.00	0.250	203.000	0.000	203.000	1.253		
(01)	Homebound		60.00	1.000	60.000	0.000	60.000	0.370		
(02)	Hospital Class		0.00	4.500	0.000	0.000	0.000	0.000		
(08)	Vocational Adjustment Class/Program		0.00	5.500	0.000	0.000	0.000	0.000		
(30)	State Supported Living Centers		0.00	5.500	0.000	0.000	0.000	0.000		
(41)	Resource Room - Less than 21%		637.00	2.859	1,821.183	29.674	1,791.509	11.059		
(42)	Resource Room - Between 21% and 49%		107.00	2.859	305.913	0.000	305.913	1.888		
(43)	Self-Contain Mild/Mod/Sev 50%-60%		19.00	2.859	54.321	0.000	54.321	0.335		
(44)	Self-Contain Mild/Mod/Sev More than 60%		696.00	2.859	1,989.864	0.000	1,989.864	12.283		

TEXAS ISD 2Sem/3Cyc High School		<b>Table IV</b> Campus Summary Report - Gifted and Talented Students by Semester For School Year 2022-2023												4/24/2023 13:26:49 001-905-001 Track: 00 Semester: 1	
Section I. Gifted and Talented															
Grade KG	Grade 01	Grade 02	Grade 03	Grade 04	Grade 05	Grade 06	Grade 07	Grade 08	Grade 09	Grade 10	Grade 11	Grade 12	Total		
0	0	0	0	0	0	0	0	0	30	30	27	23	110		

**NOTE:** The Oath and Affidavits page must be signed and retained for audit purposes.

MOCKINGBIRD ISD AGARITA HIGH SCHOOL	<b>Oaths and Affidavits</b> Texas Education Agency Peims Division  Campus Summary Report - Student Attendance and Contact Hours by Cycle  For School Year  3rd Cycle  This Report is True and Correct to the Best of My Knowledge
Typed Name of Authorized Contact Person	Telephone Number
Signature of Record Keeper	Date of final entry if replaced
Signature of Principal	Date

**Attendance > Reports > Attendance Reports > Audit > SAT0920 - Campus/District Multi-Track Summary Report**

SAT0920 provides multi-track campus or district summary reports that meet the audit documentation requirements specified in the Student Attendance Accounting Handbook. The report is similar to SAT0900 but allows you to run the report for all tracks at once.

Date Run: Cnty-Dist: 020-020 Campus: 001 Cycle: 3	Campus Multi-track Summary Report - Student Attendance and Contact Hours by Cycle For School Year Mockingbird ISD / Agarita High School	Program ID: SAT0920
Table 1		
Reporting Period for Cycle 3	Dates Covered:	
<b>A</b> Grade Level	EE PK KG	Grade 1 Grade 2 Grade 3 Grade 4 Grade 5
<b>B</b> Tot Days Membership - All Students	0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00
<b>C</b> Tot Days Absent - All Students	0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00
<b>D</b> Tot Days Present - All Students ( B - C )	0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00
<b>E</b> Ineligible Days Present	0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00
<b>F</b> Total Eligible Days Present ( D - E )	0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00
<b>G</b> Eligible Days Bilingual/ESL	0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00
<b>H</b> Eligible Days Pq Related Services	0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00
<b>I</b> Eligible Days Sp. Ed. Mainstream	0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00
<b>Q</b> Percent Attendance	0.00% 0.00% 0.00%	0.00% 0.00% 0.00% 0.00% 0.00%
<b>A</b> Grade Level	Grade 6 Grade 7 Grade 8 Grade 9	Grade 10 Grade 11 Grade 12 Total
<b>B</b> Tot Days Membership - All Students	0.00 0.00 0.00	16,473.00 13,623.00 13,690.00 23,056.00 66,842.00
<b>C</b> Tot Days Absent - All Students	0.00 0.00 0.00	37.00 18.00 12.00 16.00 83.00
<b>D</b> Tot Days Present - All Students ( B - C )	0.00 0.00 0.00	16,436.00 13,605.00 13,678.00 23,040.00 66,759.00
<b>E</b> Ineligible Days Present	0.00 0.00 0.00	0.00 0.00 0.00 28.00 28.00
<b>F</b> Total Eligible Days Present ( D - E )	0.00 0.00 0.00	16,436.00 13,605.00 13,678.00 23,012.00 66,731.00
<b>G</b> Eligible Days Bilingual/ESL	0.00 0.00 0.00	1,419.00 616.00 924.00 1,624.00 4,583.00
<b>H</b> Eligible Days Pq Related Services	0.00 0.00 0.00	20.00 0.00 28.00 28.00 76.00
<b>I</b> Eligible Days Sp. Ed. Mainstream	0.00 0.00 0.00	363.00 700.00 1,058.00 1,707.00 3,828.00
<b>Q</b> Percent Attendance	0.00% 0.00% 0.00%	99.78% 99.87% 99.91% 99.93% 99.88%
<b>All Grades</b>	Total	
<b>J</b> Refined ADA - Bilingual/ESL	163.68	
<b>K</b> Refined ADA - Sp. Ed. Mainstream	136.71	
<b>M</b> Career & Technology FTE	815.37	
<b>N</b> Special Education FTE	0.00	
<b>Q</b> Regular Program Refined ADA ( P - R )	1,566.52	

**Attendance > Reports > Attendance Reports > Membership > SAT1700 - Entry/Withdrawal Summary**

SAT1700 lists students who withdrew during a specified semester-cycle or date range, including students who withdrew and reentered. Verify all entry/withdrawal rows are correct.

Date Run:		Entry / Withdrawal Summary For This Period Thru 05/15/2020					Program ID: SAT1700					
Campus: 001	Track: 01	001 School					Page: 1 of 10					
Cnty-Dist: 925-925	Sch Year:											
School Began: 08/26/2019		Begin Range: 08/26/2019			End Range: 05/15/2020							
Student ID	Cntrl	Last Name	First Name	MI	Entry Date	Wd Date	Wd Cd	Mem	Grade	Sex	Ada Elig	Date of Birth
981320		AUSTERMILLER	VANIA			08/27/2019	80	1.0	09	F	1	04/27/2005
983081	902	BENDELE	TRISTA	A	01/13/2020	01/28/2020	98	11.0	11	F	1	10/11/2001
982111	602	BILLALOBOS	SOLEIL	M	09/10/2019			156.0	11	F	1	10/11/2002
993099	503	BOCANEGRA	LAZARO			09/19/2019	49	17.0	09	M	1	09/21/2004
993099	503	BOCANEGRA	LAZARO		01/31/2020			68.0	09		1	
993129	404	BRIDGES	KAYLA	C	09/09/2019			157.0	11	F	1	01/29/2003
983152		BROWN	EVELYNITZEL	E	02/05/2020			65.0	10	F	1	08/25/2003

**Attendance > Reports > Attendance Reports > Students > SAT0400 - Daily Attendance Summary**

SAT0400 should be run daily and verified for accuracy against instructor records. Confirm that you have this report for all days of membership. Verify that you have withdrawal forms (section #5 on report) with matching dates on file in the student records.

Date Run:		Daily Attendance Summary					Program ID: SAT0400		
Cnty-Dist: 020-020	Agarita High School					Page: 6 of 112			
Campus: 001	Track: 01	Sch Year:					Sem: 1 Cycle: 3		
Date Range:		to							
Date:	Grade: 09						Total		
1. Beginning Membership							585		
2. New or Reentry Students Today									
3. Total New Or Reentries							0		
4. Total (1+3)							585		
5. Withdrawals									
6. Total Withdrawals							0		
7. Total Closing Membership (4-6)							585		
8. Students Absent Today									
Last Name	First Name	MI	Elg	Cntrl Nbr	Last Name	First Name	MI	Elg	Cntrl Nbr
Aguilera	Jose	M	1		Garcia	David	M	3	
Garcia	Diego	E	1		Garcia	Fernando	R	1	
Garcia	Jarell	X	1		Garcia	John	D	1	
Garcia	Justin	D	1		Garcia	Kaylee	E	1	
Garcia	Luna		1		Garcia	Melanie		1	
Garcia	Melanie	A	1		Garcia	Raymond	M	1	
Garcia	Roxsaly	A	1		Garcia	Sarah	R	1	
Garcia	Savannah	J	1		Garcia	Tristan	A	1	
Garcia	Vincent	J	1		Gardea	Cerenity	L	1	
Garduno	Deaven	A	1		Garza	Aaliyah	L	1	
Garza	Andre	K	1		Garza	Dakota	J	1	
Garza	Daryn	I	1		Garza	Diego	E	1	
Garza	Juan	P	1		Garza	Leeyah	M	1	
Garza	Madeline	N	1		Garza	Vladimir		1	
9. Total Absences							28		
10. Total Membership Present (7-9)							557		

**Attendance > Reports > Attendance Reports > Students > SAT1900 - Perfect Attendance Report**

Run SAT1900 for the first semester-cycle of the school year through the final semester-cycle. Use this report to verify actual membership. Verify that all students on the report have course schedules and course completion records.

Date Run: [REDACTED]		Perfect Attendance Report			Program ID: SAT1900		
Cnty Dist: 925-925		001 School			Page: 1 of 1		
Campus: 001 Track: 01		Term Report For Sem: 1 Cyc: 1 Thru Sem: 2 Cyc: 3 For All Periods			Sch Year: [REDACTED]		
Types of Absences that Exclude Students from Perfect Attendance:		A C D E F G H I J K L M N Q R S T U V					
Types of Absences that Include Students in Perfect Attendance:							
Student ID	Last Name	First Name	Mid Init	Cntrl Nbr	Grade	Entry Date	
981320	AUSTERMILLER	VANIA			09	08/26/2019	*** Withdrawn
982131	DOMINGUEZ	ANGELIE	R		12	08/26/2019	*** Withdrawn
983129	FRIEDA	SAMANTHA	G		10	01/29/2020	
983175	SMALL	ANASTASIA	J		10	02/14/2020	
<b>Total Students:</b>							<b>4</b>

**Complex Type: SpecialProgramsReportingPeriodAttendanceExtension**

**Description:** Represents the recording of a student’s special programs reporting period attendance.

The following elements from the *SpecialProgramsReportingPeriodAttendanceExtension* complex type are included in Submission 3:

- INSTRUCTIONAL-TRACK-INDICATOR-CODE (E0975) - Described previously.
- GRADE-LEVEL-CODE (E0017) - Described previously.
- ATTENDANCE-EVENT-INDICATOR (E1085) - Described previously.
- REPORTING PERIOD INDICATOR CODE (E0934) - Described previously.
- NUMBER-DAYS-TAUGHT (E0935) - Described previously.
- TOTAL-ELIGIBLE-DAYS-PRESENT (E0937) - Described previously.

**Registration > Maintenance > Student Enrollment > Bil/ESL**

Delete	Details	Campus	Entry Date	Exit Date	Reason	BIL Type	ESL Type	LEP Cd	Par Perm Cd
		001	09-11-2017	--		2	0	0	3

□ TOTAL-ELIG-BILINGUAL/ESL-DAYS-PRESENT (E0938) is the total number of days the student was present and eligible to participate in the state-approved bilingual/ESL program during a particular reporting period. This is calculated as the total number of days the student was enrolled in Bil/ESL in the reporting period minus the number of days the student was absent.

**Registration > Maintenance > Student Enrollment > PRS**

Delete	Campus	Entry Date	Exit Date	Reason	PRS	CEHI	CTE Elig
	001	08-30-2017	02-01-2018	08	+33	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

□ TOTAL-ELIG-PREG-REL-SVCS-DAYS-PRESENT (E0939) is the total number of days a female student was present at school or served through Compensatory Education Home Instruction (CEHI) and eligible to receive pregnancy-related services during a particular reporting period. This is calculated as the total number of days the student was enrolled in CEHI in the reporting period minus the number of days the student was absent.

**Registration > Maintenance > Student Enrollment > SpecEd**

Student:

Texas Unique Stu ID:

[Prev](#) [Next](#)

Delete	Campus	Entry Date	Exit Date	Reason	Primary Dis	Instrl Set	Speech	CTE Elig	Regional Day School Deaf	RDSF Fiscal Agent
	101	08-27-2018	--		09	40	1	<input checked="" type="checkbox"/>	0	-

□ TOTAL-ELIG-SP-ED-MAINSTREAM-DAYS-PRESENT (E0940) is the total number of days a student with a special education individualized education program (IEP), which provided for the mainstream instructional arrangement/setting, was present during a particular reporting period. This is calculated as the total number of days the student was enrolled

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in special education with the **Instrl Set code** set to 40 (i.e., *mainstream*) in the reporting period minus the number of days the student was absent.

ELIGIBLE-DAYS-PRESENT-IN-INSTR-SETTING-CODE (E0944) is the number of days the student was eligible and present in a designated instructional setting during a particular reporting period. This is calculated as the total number of days the student was enrolled in special education in a particular instructional setting minus the number of days the student was absent.

EXCESS-HOURS-IN-INSTRUCTIONAL-SETTING (E0945) is the number of hours above the allowable six hours per day of combined CTE and special education and related services in a designated instructional setting during a particular reporting period. The Foundation School funding for LEAs is limited to six contact hours per day per student.

INSTRUCTIONAL-SETTING-CODE **Instrl Set** (E0173) identifies the setting used to provide instruction to students.

REG-DAY-SCH-PROG-DEAF-CODE **Regional Day School Deaf** (E0833) indicates if the student is receiving instructional services from the regional day school program for the deaf.

DISTRICT-OF-RDSPD-SERVICE RSDS **Fiscal Agent** (E1527) is the RDSPD Fiscal Agent district that provides the RDSPD service to a particular RDSPD student.

***Grade Reporting > Maintenance > Master Schedule > District Schedule***

Save

Available Courses

Retrieve Stds-Based Crs Setup

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from txGradeBook	Slf Pcd
		A857	SWA Adv Welding	ADWELD	13032400	WELD2	<input checked="" type="checkbox"/>	4		Incl Both(Att Grds)	<input type="checkbox"/>
		A867	SWA AdvCompProg	ADVCOMP	13027700	COMPPRO2	<input checked="" type="checkbox"/>	4		Incl Both(Att Grds)	<input type="checkbox"/>
		A871	SWA EngPwrTrans	ENPWTR	13039300	EPTSYS	<input checked="" type="checkbox"/>	4		Incl Both(Att Grds)	<input type="checkbox"/>
		A872	SWA Auto Tech	AUTOTECH	13039600	AUTOTEC1	<input checked="" type="checkbox"/>	4		Incl Both(Att Grds)	<input type="checkbox"/>
		A891	SWA PrinHlthSci	PRINHLSC	13020200	PRINHLSC	<input checked="" type="checkbox"/>	4		Incl Both(Att Grds)	<input type="checkbox"/>
		A898	SWA Pharm Tech	PHARMTEC	12701510	PROBS2	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
		AC81	SCI 8A SP	SCI 8	03060800	SCI G-8	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input checked="" type="checkbox"/>
		AC82	SCI 8B SP	SCI 8	03060800	SCI G-8	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input checked="" type="checkbox"/>
		AE81	ELAR 8A SP	ELAR 8	03200530	ELA/READ8	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input checked="" type="checkbox"/>
		AE82	ELAR 8B SP	ELAR 8	03200530	ELA/READ8	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input checked="" type="checkbox"/>
		AM81	MATH 8A SP	MATH 8	03103100	MATH G-8	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input checked="" type="checkbox"/>
		AM82	MATH 8B SP	MATH 8	03103100	MATH G-8	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input checked="" type="checkbox"/>
		AS81	SS 8A SP	SOCSTUD8	03343100	SS G8	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input checked="" type="checkbox"/>
		AS82	SS 8B SP	SOCSTUD8	03343100	SS G8	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input checked="" type="checkbox"/>
		B101	Eng 1	ENG1	03220100	ENG 1	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>
		B102	Eng 2	ENG2	03220200	ENG 2	<input checked="" type="checkbox"/>	1		Incl Both(Att Grds)	<input type="checkbox"/>

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⇒ Crs Nbr: A857 SWA Adv Welding Abbrev Name: ADWELD Service ID: 13032400 WELD2

Nbr Sem: 4 Textbook ISBN: Exclude from txGradebook: Incl Both(Att Grds)

GrdRptng: Per Ctrl: 2 Department: Gender Restr: Required: Elective:

Course Codes and Credits: Tot Credits: 2.0 Credit Seq: 4 Part Credit:  Credit Lvl: H AAR: Grad Plan: Spec Cons: OnRamps:

Elem/Misc: Core Crs: ELA Wgt: Auto Grd: Incl UIL Elig:  Exam/Sem Pat: 2

PEIMS: CTE Hrs: 2 Pop Svrd: 05 Instr Sett: Class Type: 01 Role ID: 087 Crs Seq:

HR/GA: HRoll Wg: HRoll Tab: HRoll Cd: GA Table: GA Wgt:

**Grade Reporting > Maintenance > Student > Individual Maint > CTE**

Demo Crs Assign Grd Update Grd/Crs Maint Course Codes Sched Inquiry Grade Avg Crs/Sec Change CTE Assign

Active Student

Course	Sec	Sem	Title	Self Paced	CTE Hrs	Date Entry	Date WD
8604	01	1	CompMaint	<input type="checkbox"/>	2	08/27/2018	
8604	01	2	CompMaint	<input type="checkbox"/>	2	10/29/2018	
8604	01	3	CompMaint	<input type="checkbox"/>	2	01/22/2019	
8604	01	4	CompMaint	<input type="checkbox"/>	2	04/01/2019	

**Registration > Maintenance > Student Enrollment > Demo3**

Demo1 Demo2 Demo3 At Risk Contact W/R Enroll SpecEd G/T Bil/ESL Title I PRS Generic PK En

Career Technology

Day Care CTE Support Service:  Single Parent/Pregnant Teen:

Transport CTE Support Service:  **Career and Technology Ind: 1**

Displaced Homemaker:

Promotion Status Indicators Graduation

ELIGIBLE-DAYS-PRESENT-V1 (E0950) is the total number of days the student was eligible, present, and enrolled in an approved CTE course that generated one contact hour during a particular reporting period.

This is determined as follows:

- **Grade Reporting > Maintenance > Master Schedule > District Schedule:** The **CTE Hrs** field is set to 1.
- **Grade Reporting > Maintenance > Student > Individual Maint > CTE:** The student is enrolled in a CTE course with the **CTE Hrs** field set to 1.
- **Registration > Maintenance > Student Enrollment > Demo3:** The student's **Career and Technology Ind** field is *not* set to 0 (i.e., *the student is enrolled or participating in CTE*).

ELIGIBLE-DAYS-PRESENT-V2 (E0951) is the total number of days the student was eligible, present, and enrolled in an approved CTE course that generated two contact hours during a particular reporting period.

This is determined as follows:

- **Grade Reporting > Maintenance > Master Schedule > District Schedule:** The **CTE Hrs** field is set to 2.
- **Grade Reporting > Maintenance > Student > Individual Maint > CTE:** The student is enrolled in a CTE course with the **CTE Hrs** field set to 2.
- **Registration > Maintenance > Student Enrollment > Demo3:** The student's **Career and Technology Ind** field is *not* set to 0 (i.e., *the student is enrolled or participating in CTE*).

ELIGIBLE-DAYS-PRESENT-V3 (E0952) is the total number of days the student was eligible, present, and enrolled in an approved CTE course that generated three contact hours during a particular reporting period.

This is determined as follows:

- **Grade Reporting > Maintenance > Master Schedule > District Schedule:** The **CTE Hrs** field is set to 3.
- **Grade Reporting > Maintenance > Student > Individual Maint > CTE:** The student is enrolled in a CTE course with the **CTE Hrs** field set to 3.
- **Registration > Maintenance > Student Enrollment > Demo3:** The student's **Career and Technology Ind** field is *not* set to 0 (i.e., *the student is enrolled or participating in CTE*).

ELIGIBLE-DAYS-PRESENT-V4 (E0953) is the total number of days the student was eligible, present, and enrolled in an approved CTE course that generated four contact hours during a particular reporting period.

This is determined as follows:

- **Grade Reporting > Maintenance > Master Schedule > District Schedule:** The **CTE Hrs** field is set to 4.
- **Grade Reporting > Maintenance > Student > Individual Maint > CTE:** The student is enrolled in a CTE course with the **CTE Hrs** field set to 4.

- **Registration > Maintenance > Student Enrollment > Demo3:** The student's **Career and Technology Ind** field is *not* set to 0 (i.e., *the student is enrolled or participating in CTE*).

ELIGIBLE-DAYS-PRESENT-V5 (E0954) is the total number of days the student was eligible, present, and enrolled in an approved CTE course that generated five contact hours during a particular reporting period.

This is determined as follows:

- **Grade Reporting > Maintenance > Master Schedule > District Schedule:** The **CTE Hrs** field is set to 5.
- **Grade Reporting > Maintenance > Student > Individual Maint > CTE:** The student is enrolled in a CTE course with the **CTE Hrs** field set to 5.
- **Registration > Maintenance > Student Enrollment > Demo3:** The student's **Career and Technology Ind** field is *not* set to 0 (i.e., *the student is enrolled or participating in CTE*).

ELIGIBLE-DAYS-PRESENT-V6 (E0955) is the total number of days the student was eligible, present, and enrolled in an approved CTE course that generated six contact hours during a particular reporting period.

This is determined as follows:

- **Grade Reporting > Maintenance > Master Schedule > District Schedule:** The **CTE Hrs** field is set to 6.
- **Grade Reporting > Maintenance > Student > Individual Maint > CTE:** The student is enrolled in a CTE course with the **CTE Hrs** field set to 6.
- **Registration > Maintenance > Student Enrollment > Demo3:** The student's **Career and Technology Ind** field is *not* set to 0 (i.e., *the student is enrolled or participating in CTE*).

### **Attendance > Maintenance > Flexible Attendance > Weekly Register Worksheet**

Save

Track: 01 Cycle: 1 Week: 1 Retrieve No Of Days Taught: (29) Cycle Date Range: (08-26-2019 to 10-04-2019)

Delete	Student ID	Student Name	Grd Lvl	Flex Att Program	Elig Mins	InElig Mins	Instr Set	Sp Ed Mins	CTE Mins	Excess Mins	BIL/ESL Mins	LEP	BIL/ESL Fund Cd	PRS Mins	G/T
	992490	ALLEN, MADALYN CELINA	12	2	240	0	43	0	45	5	0	0		100	
	993644	BEAVER, MANUEL	09	2	0	0	00	0	0	0	0	1		0	
	994393	LAFFERTY, BROOKE AMBER	11	1	420	0	00	300	0	0	0	0		0	
	993077	SAENZ, HEAVENLY ANGEL	09	2	350	0	00	0	65	0	0	0		0	
	981313	TEMPLE, ALLISON HALEY	11	1	350	0	00	0	0	25	0	0		75	

+ Add

FLEXIBLE-ATTENDANCE-PROGRAM-TYPE-CODE **Flex Att Program** (E1045) indicates the unique program to which the student’s flexible attendance is related. For submission 3, only the following programs are reported:

- Optional Flexible School Day Program (OFSDP)
- High School Equivalency Program (HSEP)

FLEX-ATTEND-TOTAL-ELIGIBLE-MINUTES-PRESENT **Elig Mins** (E1046) is the total number of school days (in minutes) the student was present and eligible for Foundation School Program funding during a particular reporting period.

FLEX-ATTEND-TOTAL-INELIGIBLE-MINUTES-PRESENT **InElig Mins** (E1047) is the total number of school days (in minutes) the student was present but ineligible for Foundation School Program funding during a particular reporting period.

FLEX-ATTEND-TOTAL-SP-ED-MAINSTREAM-DAYS-ELIGIBLE **Sp Ed Mins** (E1049) is the total number of school days (in minutes) a student with a special education individualized education program (IEP), which provided for the mainstream instructional arrangement/setting (Instr Set = 40), was eligible for the instructional arrangement/setting during a particular reporting period.

FLEX-ATTEND-DAYS-ELIGIBLE-IN-INSTR-SETTING **Sp Ed Mins** (E1051) is the total number of school days (in minutes) the student was eligible for a particular special education instructional setting which was eligible for Foundation School Program funding during a particular reporting period.

- FLEX-ATTEND-TOTAL-CAREER-TECH-MINUTES-PRESENT **CTE Mins** (E1053) is the total number of school days (in minutes) the student was present, eligible, and enrolled in an approved CTE course during a particular reporting period.
- FLEX-ATTEND-EXCESS-MINUTES-IN-INSTR-SETTING **Excess Mins** (E1052) is the total number of school days (in minutes) the student was present in a designated instructional setting above the allowable 360-minute daily limit of combined CTE and special education and related services during a particular reporting period. The Foundation School funding is limited to six contact hours per day per student.
- FLEX-ATTEND-TOTAL-BILINGUAL/ESL-DAYS-ELIGIBLE **BIL/ESL Mins** (E1050) is the total number of school days (in minutes) the student was eligible to participate in the state-approved bilingual/ESL program during a particular reporting period.
- FLEX-ATTEND-TOTAL-PRS-DAYS-ELIGIBLE **PRS Mins** (E1048) is the total number of school days (in minutes) a female student was eligible for compensatory education home instruction (CEHI) services and/or pregnancy-related services (PRS) during a particular reporting period.

## VERIFY ENTRY/WITHDRAWAL DATES FOR ENROLLMENT


- If a student has been placed in a disciplinary setting, and is not receiving special program services during that time, the student may be withdrawn from the program while he is in the disciplinary setting, either by performing a status change or withdrawing the student from the program for those dates. In this case, for programs such as special education, bilingual/ESL, etc, the student may be withdrawn from the special program during his disciplinary assignment, and then re-enrolled in the program when he returns. See the TEA Student Attendance Accounting Handbook (SAAH) for additional information, and be sure to review your local procedures/policies.
- For CTE, a status change should be performed on the W/R Enroll tab (to update the **CTE Elig** field) at the beginning and end of his disciplinary assignment. A student can be assigned to a disciplinary setting for up to five consecutive days and continue to receive CTE hours even if CTE services are not provided to the student during his placement. After five days, the student can continue to earn credit for the class but cannot claim additional funding; the funding clock must be set back to the first day of the disciplinary assignment.

## RUN REPORTS FOR VERIFYING SPECIAL-PROGRAMS-REPORTING-PERIOD-ATTENDANCE-EXTENSION COMPLEX TYPE DATA

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

SRG1200 should be printed every cycle and verified by the staff person responsible for the program. Corrections should be made at that time. Type Y for each program and print each report separately. Review all data for entry errors, make corrections, reprint, and distribute to the appropriate special programs staff.

Contact hour data is collected during Submission 3.

Date Run:		Student Status By Program Changes						Program ID: SRG1200				
Cnty-Dist: 020-020		Agarita High School						Page: 1 of 5				
Campus: 001		Sch Year:										
Bilingual/ESL Records: 												
Stu ID	Student Name	Grd	SSN	Entry	Withdraw	Wd Rsn	Bil	ESL	LEP Cd	Home Lang	Par Perm Cd	Yrs US Sch
081697	Aguilar, Jeffrey S	09	XXX-XX-XXXX	08-28-2017			0	2	F	01	A	6
055577	Aguilera, Jose M	09	XXX-XX-XXXX	08-28-2017			0	3	1	01	F	6
382222	Alvarez, Christopher R	09	XXX-XX-XXXX	09-11-2017			2	0	0	98	3	
018032	Alvarez, Julian J	09	XXX-XX-XXXX	08-28-2017			0	2	1	01	F	6
440076	Anderson, Rogelio X	09	XXX-XX-XXXX	08-28-2017			0	3	1	01	F	2
024262	Augustine, David	09	XXX-XX-XXXX	08-28-2017			0	3	1	01	F	6
370618	Ayala, Valeria J	09	XXX-XX-XXXX	08-28-2017			0	2	1	01	F	2
382209	Bernal Zapata, Renata S	09	XXX-XX-XXXX	08-28-2017			0	0	3	01		6
016913	Bladh, Alexandria	09	XXX-XX-XXXX	08-28-2017			0	0	1	01	C	6
110196	Blanco, Naveen A	09	XXX-XX-XXXX	08-28-2017			0	0	4	01		6
024265	Burnett, Angela J	09	XXX-XX-XXXX	08-28-2017			0	0	3	01		6

**NOTE:** If participating in Optional Flexible Year Program, use a separate attendance track to move students. Students should have been moved the first day of the cycle (where the OFYP dates are scheduled) using the Record Status Change.

**Attendance > Reports > Attendance Reports > Student > SAT5000 - Flexible Attendance District Summary**

SAT5000 is for the entire district and school year. Verify all flexible attendance data entered.

Date Run:		Flexible Attendance District Summary Report							Program ID: SAT5000
Cnty-Dist: 020-020		Mockingbird ISD							Page: 1 of 15
Program Type: Optional Flexible School Day Program (OFSDP)		School Year:							
Sixweek Reporting Period: 1									
A. Sixweek Summary	EE	PK	KG	1	2	3	4	5	
B. Eligible Minutes Present	0	0	0	0	0	0	0	0	
C. Eligible Equivalent Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
D. Equivalent Days Present	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
E. Ineligible Minutes Present	0	0	0	0	0	0	0	0	
F. Ineligible Equivalent Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
G. Days Elig in Preg Rel Serv	0	0	0	0	0	0	0	0	
H. Days Elig in SpecEd Main	0	0	0	0	0	0	0	0	
I. Days Elig in Bilingual/ESL	0	0	0	0	0	0	0	0	
J. Preg Related Serv FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
K. Special Education FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
L. Career & Technical Ed FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
M. Preg Related Serv Ref ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
N. SpecEd Main Ref ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
O. Bilingual/ESL Ref ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
P. Regular Program Ref ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
Q. Total Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
	6	7	8	9	10	11	12	Total	
B. Eligible Minutes Present	0	0	0	0	32,400	0	45	32,445	
C. Eligible Equivalent Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
D. Equivalent Days Present	0.00	0.00	0.00	0.00	135.00	0.00	0.19	135.19	
E. Ineligible Minutes Present	0	0	0	0	0	0	0	0	
F. Ineligible Equivalent Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
G. Days Elig in Preg Rel Serv	0	0	0	0	0	0	0	0	
H. Days Elig in SpecEd Main	0	0	0	0	0	0	0	0	

5. [Interchange: StudentTranscriptExtension](#)

**Complex Type: CourseTranscriptExtension**

**Description:** Represents the final record of a student’s performance in their courses.

For Submission 3, this is reported for each student in membership in grade levels 1-12 who completed at least one course during the current school year. If a student repeats and completes a course during the year with different outcomes, each course completion must be reported.

The following elements from the *CourseTranscriptExtension* complex type are included in Submission 3:

- GRADE-LEVEL-CODE (E0017) - Described previously.
- SERVICE-ID (E0724) - Described previously.
- COURSE-SEQUENCE-CODE (E0948) - Described previously.

**Grade Reporting > Utilities > Assign Pass Fail Indicators**

Ensure that the district has run the Assign Pass/Fail Indicators utility in accordance with the steps in the ASCENDER Secondary or Elementary Grade Reporting End of Semester 2 checklist.

Utilities > Assign Pass Fail Indicators

**Campus Control Information**

Grading Concept: Sem/Final  
 Don't Allow Crdt if Failed Last Sem: N  
 Highest Non-Passing Grade: 069

Execute  
 Campus: 001

**Other Information Considered in this Process**

1. Grade Levels 01-12.
2. Partial Credit indicator on District Course.
3. If Grading Concept = Sem/Final, Credit Sequence on the District Course record is considered for grades 09-12 and 06-08 for high school level courses.

**Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint**

Demo Crs Assign Grd Update Grd/Crs Maint Course Codes Sched Inquiry Grade Avg Crs/Sec Change

Course: 2301 Algebra 2 Section: 03 05 - 05 (202 - QUATTRONE, NANCY) Semester: 1 Retrieve

Per: 05 Active Student

Absences		Comments	
Grade	Total Unexc Exc Sch Rel Tardy	Citz	
CYC1 083	5 5 0 0 0	S	
CYC2 081	3 3 0 0 0	S	
CYC3 096	2 1 1 0 0	S	

Exam: 058 Credit: 0.5 EOC Score: AAR use: Trans  
 Sem: 078 Pass/Fail: 01 EOC Sem: Special Crs Consid: CPR:  
 Final: GPA Override: 01 : Pass Course. Credit Received.  
 02 : Fail Course. No Credit. 1st Occur  
 03 : Fail Course. No Credit. 2nd Occur  
 04 : Pass Course. No Credit. Excess Ab

PASS/FAIL-CREDIT-INDICATOR-CODE **Pass/Fail** (E0949) indicates the student's outcome for a course. The record must reflect the code determined at the end of the course.

**Grade Reporting > Maintenance > Master Schedule > District Schedule**

**SCREENSHOT - COMING SOON** (programming in progress)

ONRAMPS-DUAL-ENROLLMENT-INDICATOR-CODE **OnRamps** (E1597) indicates that the student successfully completed an OnRamps dual enrollment course, which is an innovative dual enrollment program coordinated by The University of Texas at Austin.

**RUN REPORT FOR VERIFYING PASS/FAIL INDICATOR DATA:**

**Grade Reporting > Reports > Grade Reporting Reports > Student Verification > SGR1920 - Pass/Fail Verification List**

Ensure that all data is accurate.

Date Run:		Pass/Fail Verification List										Program ID:						
Cnty-Dist: 001-901		001 School 4sem campus										Page: 1 1005						
Campus: 001		Sch Year: 2019																
Abonce, Govani		016901		Grd: 10		Crl#: 313												
Sem	Course Title	Crs Nbr	Sec	Teacher	PD	Svc ID	'A' Abs	'U' Abs	'E' Abs	Ttl Abs	Cyc1	Cyc2	Cyc3	Exam	Sem Gr	Final	Units	P/F
Sem 1	Eng 3 S	1304	01	SANCHEZ	05	03220300	1	13	0	14								*
	Physics	3401	03	BEST	01	03050000	1	12	0	13								*
	US Hist EOC	4301	08	OLIVAREZ	03	03340100	1	8	0	9								*
	Prof Comm	8307	14	HERNANDEZ	02	13009900	1	10	0	11								*
Sem 2	Eng 3 S	1304	01	SANCHEZ	05	03220300	0	0	0	0								*
	Physics	3401	03	BEST	01	03050000	0	0	0	0								*
	US Hist EOC	4301	08	OLIVAREZ	03	03340100	0	0	0	0								*
Sem 3	Eng 4	1401	08	VALAGUE	02	03220400	0	0	0	0								*
	Algebra 2	2301	14	QUATTRONE	01	03100600	0	0	0	0								*
	Enviromtl Sys	3609	03	GOMEZ	05	03020000	0	0	0	0								*
	US Hist EOC	4301	08	OLIVAREZ	03	03340100	0	0	0	0								*
	Government	4401	07	BENAVIDES	04	03330100	0	0	0	0								*
Sem 4	Eng 4	1401	08	VALAGUE	02	03220400	0	0	0	0								*
	Algebra 2	2301	14	QUATTRONE	01	03100600	0	0	0	0								*
	Enviromtl Sys	3609	03	GOMEZ	05	03020000	0	0	0	0								*
	US Hist EOC	4301	08	OLIVAREZ	03	03340100	0	0	0	0								*
	Economics	4501	07	BENAVIDES	04	03310300	0	0	0	0								*
Abrams, D/Koven D		312101		Grd: 12		Crl#: 802												
Sem	Course Title	Crs Nbr	Sec	Teacher	PD	Svc ID	'A' Abs	'U' Abs	'E' Abs	Ttl Abs	Cyc1	Cyc2	Cyc3	Exam	Sem Gr	Final	Units	P/F
Sem 1	Eng4 DC Lit	1405	01	MCLAUGHLIN	04	03220400	2	0	0	2	093			100	094		00	*

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

Save

Course Selection Course Section Instructor Copy Course Section

calc Title Retrieve

Del	Details	Course	Title	Sec	Max Seats	Stu Enroll Sem 1	Stu W/D Sem 1	Stu Enroll Sem 2	Stu W/D Sem 2	Multi Svc Ind	Incl UIL Elig
		2811	Calc AB AP	01	023	20	5	18	3	<input type="checkbox"/>	N
		2811	Calc AB AP	02	023	17	3	16	1	<input type="checkbox"/>	N
		2812	Calc AB/BC DC	01	030	16	1	16	0	<input type="checkbox"/>	N

=> Crs Nbr: 2811 Calc AB AP Svc ID: A3100101 Multi Svc Ind:  Lock:  Include UIL:

Section: 02 Max Seats: 023 Enrolled Students Sem 1: 17 Sem 2: 16

**Section Information**

Pop Svcd:  Crs Seq:   
 Instruct Sett:  Wks/Mnth:   
 Class Type:  PK Curricula:   
 High Qual PK Prog:  Stu Instr:   
 PK Sch Type:  Home Room Ind:   
 PK Prog Eval Type:

**Restrictions**

Type Rstrctn:   
 Team Code:   
 Gender:   
 Rstrctn:   
 Grade Rstrctn:  +

**Course Codes and Credits**

Dual Crdt: 1  
 Adv Tech Crdt: 0  
 AAR Use:   
 Grad Plan Use:   
 Special Consid:    
**College Credit Hrs**  
 Sem 1: 3  
 Sem 2: 3  
 OnRamp:

DUAL-CREDIT-INDICATOR-CODE **Dual Crdt** (E1011) indicates if the student was eligible to receive both high school and college credit for a college course. If **Dual Crdt** is 1, you must enter a value in at least one of the **College Credit Hrs** fields.

**NOTE:** Dual credit courses cannot be reported as ATC courses.

ATC-INDICATOR-CODE **Adv Tech Crdt** (E1058) indicates a high school course for which college credit may be awarded by a post-secondary institution under the conditions of a local articulation agreement or the statewide Advanced Technical Credit (ATC) program agreement.

**NOTE:** ATC courses cannot be reported as dual credit courses.

---

COLLEGE-CREDIT-HOURS **College Credit Hrs - Sem 1** and **Sem 2** (E1081) is the number of college hours the student earned each semester for the completion of a dual credit course. Values greater than 0 are only valid if the **Dual Crdt** field is set to 1.

---

### **Complex Type: StudentAcademicRecord**

**Description:** Represents the cumulative record of academic achievement for a student.

The following element from the *StudentAcademicRecord* complex type is included in Submission 3:

TX-UNIQUE-STUDENT-ID (E1523) - Described previously.

#### 6. [Interchange: StudentDisciplineExtension](#)

### **Complex Type: StudentDisciplineIncidentAssociationExtension**

**Description:** Represents students related to a discipline incident who were victims, perpetrators, witnesses, and/or reporters.

The following elements from the *StudentDisciplineIncidentAssociationExtension* complex type are included in Submission 3:

**Discipline > Maintenance > Student > Maintenance**

BEHAVIOR-LOCATION-CODE **Location of Incident** (E1083) indicates where a student committed an applicable offense (i.e., a DISCIPLINARY-ACTION-REASON-CODE that has a location specified in the Texas Education Code Chapter 37), if applicable.

DISCIPLINARY-ACTION-REASON-CODE **Offense** (E1006) indicates the reason a student was subject to disciplinary action.

**Registration > Maintenance > Student Enrollment > SpecEd**

PRIMARY-DISABILITY-CODE **Primary Dis** (E0041) indicates the type of primary disability recorded in the student’s IEP. For submission 3, this is only reported for special education students who were participating in the special education program at the time of a particular disciplinary incident removal.

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

MULTIPLY-DISABLED-INDICATOR-CODE **Multi Disability** (E0882) indicates if the student has been designated as multiply disabled. For submission 3, this is only reported for special education students who were participating in the special education program at the time of a particular disciplinary incident removal.

**Registration > Maintenance > Student Enrollment > Bil/ESL**

Delete	Details	Campus	Entry Date	Exit Date	Reason	BIL Type	ESL Type	LEP Cd	Par Perm Cd
		101	08-27-2018	--		S	0	1	D

LEP-INDICATOR-CODE **LEP Cd** (E0790) indicates if the student has been identified as limited English proficient. For Submission 3, this is only reported for LEP students who were participating in the LEP program at the time of a particular disciplinary incident removal.

**Complex Type: DisciplineActionExtension**

**Description:** Represents actions taken by an education organization after a discipline incident.

The following elements from the *DisciplineActionExtension* complex type are included in Submission 3:

**Discipline > Maintenance > Student > Maintenance**

Act	PEIMS	Description	Campus Resp	Discp Actn Date	From Date	To Date	Official Length	Actual Length	Diff Code	Campus Assignment	Amount	Action Nbr
25	25	Partial Day OSS	001	11-01-2018	11-02-2018	11-02-2018	001	001	00			001

REPORTING-PERIOD-INDICATOR-CODE **Reporting Period** (E0934) is the period for which the attendance data is being reported. If an incident occurs in one reporting period and the disciplinary action occurs in the subsequent reporting period, use the reporting period in which the disciplinary assignment was ordered (DATE-OFDISCIPLINARY-ACTION).

DISCIPLINARY-ACTION-CODE **Act** (E1005) indicates the type of disciplinary action taken for the student.

CAMPUS-ID-OF-DISCIPLINARY-RESPONSIBILITY **Campus Resp** (E1037) is the instructional campus at which the student was enrolled when the discipline incident occurred and the disciplinary action assigned.

DATE-OF-DISCIPLINARY-ACTION **Discp Actn Date** (E1036) is the date on which the disciplinary assignment was ordered, which may not necessarily be the date on which the disciplinary infraction occurred, or the date on which the disciplinary assignment begins.

OFFICIAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT **Official Length** (E1007) is the official length in days (instructional school days only) of a student's disciplinary assignment.

- ACTUAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT **Actual Length** (E1008) is the actual length in days of a student's disciplinary assignment.
- DISCIPLINARY-LENGTH-DIFFERENCE-REASON-CODE **Diff Code** (E1009) indicates the reason for the difference, if any, between the official and actual lengths of a student's disciplinary assignment.
- CAMPUS-ID-OF-DISCIPLINARY-ASSIGNMENT **Campus Assignment** (E1003) is the unique ID of the campus at which the student was placed for disciplinary reasons, if applicable.
- DISCIPLINARY-ACTION-NUMBER **Action Nbr** (E1004) is a unique number identifying a discipline incident. Separate numbers are issued for separate disciplinary actions reported with identical values for STUDENT-ID and CAMPUS-ID-OF-ENROLLMENT. The action number is assigned during the discipline data extract. If an equivalent TSDS code exists for the action, the system assigns an action number at that time.

## Complex Type: DisciplineIncidentExtension

**Description:** Represents an occurrence of an infraction ranging from a minor problem behavior to a criminal act. A single event (e.g., a fight) is one incident regardless of how many perpetrators or victims are involved. Discipline incidents are events classified as warranting discipline action.

The following elements from the *DisciplineIncidentExtension* complex type are included in Submission 3:

### **Discipline > Maintenance > Student > Maintenance**

- DISCIPLINARY-INCIDENT-NUMBER **Incident Nbr** (E1016) designates an incident that results in one or more disciplinary actions for one or more students at a single campus. All records for all involved students must show the same incident number. This number is automatically assigned.

## RUN REPORTS FOR VERIFYING STUDENT-DISCIPLINE-EXTENSION INTERCHANGE DATA

### Discipline > Reports > Discipline > SDS0200 - Special Ed Students in Discipline Settings

SDS0200 lists special education students who were assigned to a disciplinary setting. Students not receiving special education services for 10 or more days while in a DAEP setting must be withdrawn from the program during that time. Verify all data.

Date Run:		Special Ed Students in Disciplinary Settings with PEIMS Actions										Program ID	
Cnty-Dist: 020-020		*Indicates Action Override with PEIMS Action Code 27										Page:	
Campus: 001		School Year:											
Campus ID: 001 Agarita High School		Track: 00											
Student ID	Name	Actn Grd	Incident Age	Offl Nbr	Act Len	Actn Len	Actn Rsn	Offense Description	Locl Actn	PEIMS Actn	Action Description		
081113	Saavedra, Israel	16	000007	003	003	41	Fighting / Mutual Combat	05	05	Out-of-School Suspension (3 Day			
380256	Aguilar, Julian S.	09	15	000007	003	003	41	Fighting / Mutual Combat	05	05	Out-of-School Suspension (3 Day		
091513	Alaniz, Sequiel Z. JR.	09	14	000003	003	003	12	Unlawful carrying of an illegal knife	05	05	Out-of-School Suspension (3 Day		
016272	Vasquez, Joe A.	12	18	000006	003	003	12	Unlawful carrying of an illegal knife	05	05	Out-of-School Suspension (3 Day		

### Discipline > Reports > Discipline > SDS0300 - Bil/ESL Students in Discipline Settings

SDS0300 lists bilingual/ESL students who were assigned to a disciplinary setting. Students not receiving bilingual/ESL services for 10 or more days while in a DAEP setting must be withdrawn from the program during that time. Verify all data.

Date Run:		Bilingual/ESL Students in Disciplinary Settings with PEIMS Actions										Program	
Cnty-Dist: 020-020 Mockingbird ISD		Sch Year:										Page:	
Campus: 001 Agarita High School		Track: 01											
		* Indicates Action Override with PEIMS Action Code 27											
Student ID	Name	Actn Grd	Incident Age	Offl Nbr	Act Len	Actn Len	Actn Rsn	Offense Description	Locl Actn Cd	PEIMS Actn Cd	Action Description	LEP Ind	
016272	Vasquez, Joe A.	12	18	000006	003	003	12	Unlawful carrying of an illegal knife	05	05	Out-of-School Suspension (3 Day	Y	

### Discipline > Reports > Discipline > SDS1000 - PEIMS Report

SDS1000 lists TSDS discipline data by grade level. Verify all data.

Date Run:		Disciplinary Action PEIMS Data										Program							
Cnty-Dist: 020-020 Mockingbird ISD		Grade Level: 09										Page:							
Campus: 001 Agarita High School		Sch Year:																	
SSN	Student Name	Stu ID	Camp	Pri Disab	Instr Set	Discp Actn Date	Camp Resp	Assign Campus	Actn Nbr	Actn CD	Actn PEIMS	Offns CD	PEIMS Extract	Actn Ran	Offcl Len	Actl Len	Diff Rsn	Incident Number	Rep Pd
X00-XX-6517	Aguilar, Julian S	380256	001	08	41	11-28-17	001		002	05	05	0041	1	41	003	003		000007	3
			001	08	41	10-28-17	001	020020001	001	07	07	0005	0	05	005	005	00	000002	2
X00-XX-6963	Alaniz, Sequiel Z JR.	091513	001	08	41	10-11-17	001		001	05	05	0012	0	12	003	003		000003	2
X00-XX-0373	Alba, Abigail M	092399	001			03-28-18	001	020020001	001	06	06	0023	0	23	001	001		000008	5
Summary for Campus: 001		Grade Level: 09		Total Students - 3															

**Discipline > Reports > Discipline > SDS1300 - Discipline Audit Report (PEIMS Edit)**

SDS1300 lists students who will trigger an edit and/or performance-based monitoring errors.

Date Run:		Discipline Audit Report										Program ID: SDS1300	
Cnty-Dist: 020-020		42533 PEIMS Edit / Performance-Based Monitoring Violation										Page: 1 of 3	
Campus: 001		Agarita High School											
		Offense Dates From					To						
Stu ID	Student Name	Gr	Age	Cam Resp	Incident Number	Inc Loc	Dates	Discp Actn	Action Cd	Offense Cd	Length of Act	Sp Ed	Adm By
092285	ZAMBRANA, Joseph A	12	19	001	000008	01	03-26-18	03-26-18	06	06	0006	06	001
Total for Grade 12:		1											

**Discipline > Reports > Discipline > SDS1700 - Discipline Suspension Attendance Verification**

SDS1700 provides information from student discipline and attendance records, and flags discrepancies between the two, which allows you to review for attendance posting discrepancies on days that a student was suspended.

Date Run:		Discipline Suspension Attendance Verification														
Cnty-Dist: 020-020		Agarita High School														
Campus: 001		Sch Year:														
Student ID	Name	Grd Trk	Lvl	Incident Number	PEIMS Action	Discp Actn Dt	From Date	To Date	Attendance Date	00	01	02	03	04	05	06
092399	Alba, Abigail M	01	09	000008	06 - ISS	03/26/18	03/26/18	03/26/18	03/26/18							
889988	Zambrano, Leonardo A	01	09	000008	06 - ISS	03/26/18	03/26/18	03/26/18	03/26/18							
092285	ZAMBRANA, Joseph A	01	12	000008	06 - ISS	03/26/18	03/26/18	03/26/18	03/26/18							

**Discipline > Reports > Discipline > SDS1800 - Career Tech Students in Discipline Settings**

SDS1800 lists CTE students who were assigned to a disciplinary setting. Students not receiving CTE services for five or more days while in a DAEP setting must be withdrawn from the program during that time. Verify all data.

Date Run:		Career Tech Students in Disciplinary Settings									
Cnty-Dist: 020-020 Mockingbird		Sch Year:									
Campus: 001 Agarita High School		Track:									
Student ID	Name	Grd Lvl	Actn Age	Incident Nbr	Offcl Len	Actn Len	Actn Rsn	Offense Description	Local Actn Cd	PEIMS Actn Cd	Action Description
302033	Nanez, Mackayla G.	12	20	000009	120	120	23	Emergency Placement / Expulsion - TEC 37.019	07	07	DAEP Placement (Studen
092285	ZAMBRANA, Joseph A.	12	19	000008	001	001	23	Emergency Placement / Expulsion - TEC 37.019	06	06	In-School Suspension (B)
		12	19	000008	001	001	06	Abuse of Volatile Chemical - TEC 37.006	06	06	In-School Suspension (B)

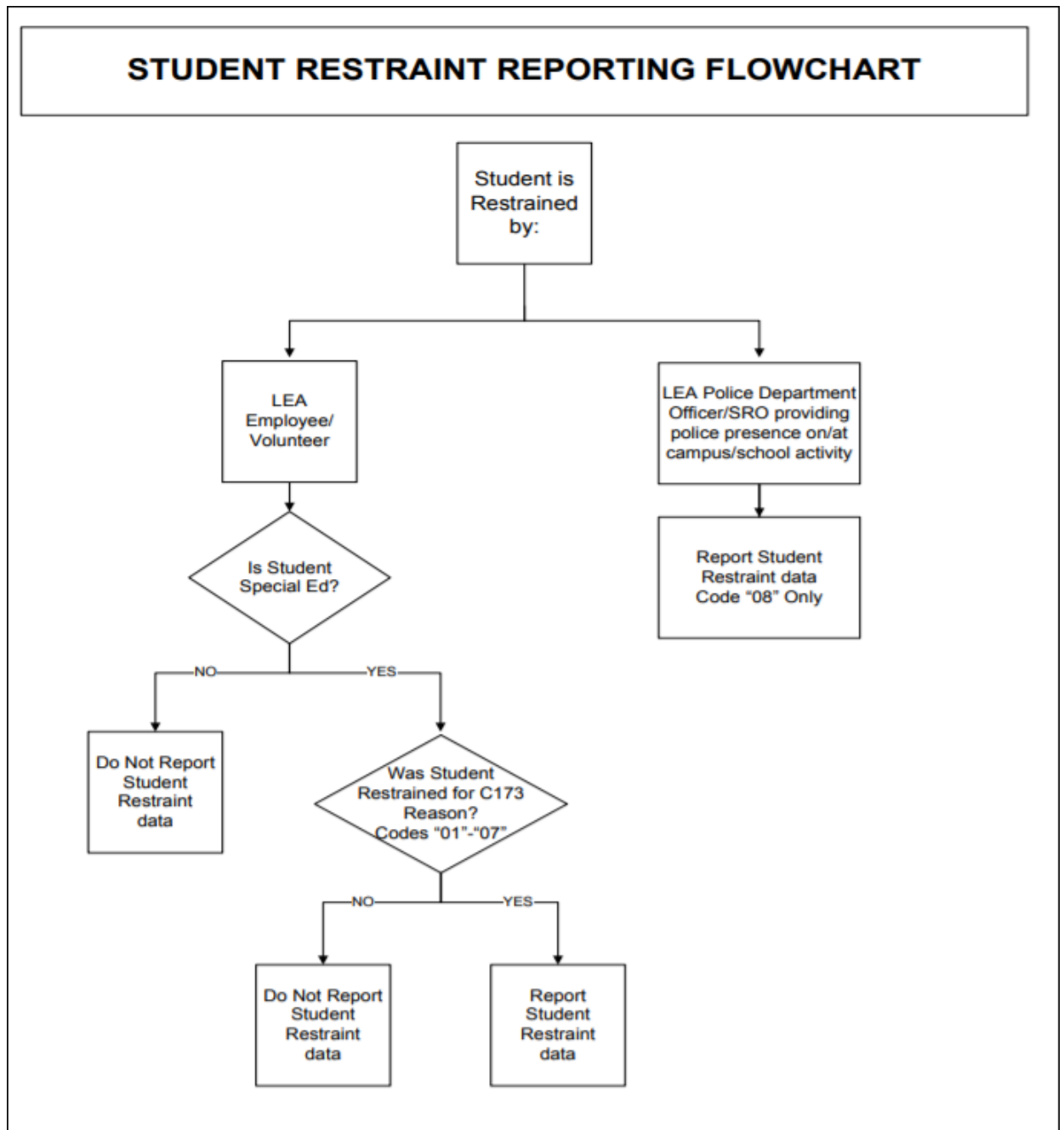
7. [Interchange: StudentRestraintEventExtension](#)

## Complex Type: RestraintEventExtension

**Description:** Represents restraint data for:

- Restraints of all students that are administered by school district police officers and school resource officers working with a LEA under a local MOU.
- Restraints of special education students that are restrained by LEA employees and volunteers.

In the ASCENDER Discipline and Special Education applications, verify all restraint data that will be reported. Refer to the following flow chart:



The following elements from the *RestraintEventExtension* complex type are included in Submission 3:

**Discipline > Maintenance > Student > Maintenance > Restraint Information**

Save		School Year: 2021-2022		Campus 001: 001 School		Change					
MAINTENANCE    VICTIM INFORMATION <u>RESTRAINT INFORMATION</u>											
STUDENT: 003055: DANDY CHYANNE ARTALEJO		TEXAS UNIQUE STU ID: 7849224492		Retrieve		Directory					
Grid Lvl: 12    DOB: 02-24-2004    Sex: F    SSN: ●●●●●●-5075											
Delete	Campus	Date	Time	Restraint Type	Period	Incident Nbr	Reason	Staff Type	Instance Nbr	Prim Disability	Instr Setting
	001	04-08-2022	08:14:35 AM <input checked="" type="radio"/> PM <input type="radio"/>	Physical	6	-NONE-	08	2	000000	No Primary Disability	No Instructional Setting
Add											

**CAMPUS-ID-OF-RESTRAINT-EVENT Campus** (E1032) is the ID of the campus at which a student was restrained, which may not necessarily be the campus where the student was enrolled.

**DATE-OF-RESTRAINT-EVENT Date** (E1034) is the actual date on which the student was restrained.

**REPORTING-PERIOD-INDICATOR-CODE Period** (E0934) is the period (i.e., cycle) in which the incident occurred.

**RESTRAINT-REASON-CODE Reason** (E1033) indicates that the student was physically or mechanically restrained due to imminent serious physical harm to himself or others, imminent serious property destruction, or a combination of both.

**RESTRAINT-STAFF-TYPE-CODE Staff Type** (E1516) indicates which type of staff member restrained the student:

- LEA employee or volunteer
- LEA police officers or school resource officers (SRO)

Refer to the flow chart above.

**RESTRAINT-INSTANCE-NUMBER Instance Nbr** (E1035) is a unique number identifying a restraint instance that occurred at a campus. Separate numbers are issued for separate incidents reported with identical values for STUDENT-ID and CAMPUS-ID-OF-ENROLLMENT.

**INSTRUCTIONAL-SETTING-CODE Instr Setting** (E0173) identifies the setting used to provide instruction to student at the time of the incident.

- For special education students, the field cannot be blank.
- For non-special education students, the field must be blank.

**Registration > Maintenance > Student Enrollment > SpecEd**

Delete	Campus	Entry Date	Exit Date	Reason	Primary Dis	Instrl Set	Speech	CTE Elig	Regional School D
	001	08-28-2017	--	...	08	40	0	<input checked="" type="checkbox"/>	0

SPECIAL-ED-INDICATOR-CODE (E0794) indicates if the student is participating in a special education instructional and related services program, or a general education program using special education support services, supplementary aids, or other special arrangements.

PRIMARY-DISABILITY-CODE **Primary Dis** (E0041) indicates the type of primary disability recorded in the student’s IEP for each reporting period that a student was in attendance.

**Special Education > Maintenance > Student Sp Ed Data > Current Year > Child Restraint**

Demographic Data		Program Information		Dates	Child Restraint	Instructors			
Delete	Details	Cnty Dist	Restraint	Campus ID	Date/Time	Period	Instance Nbr	Restraint Reason	Restraint Type
		015912		001	Thu Aug 30 14:30:00 CDT 2018	1	000009	06	P
		015912		001	Fri Sep 07 13:00:00 CDT 2018	1	000028	03	P
		015912		001	Tue Sep 25 12:55:00 CDT 2018	1	000037	03	P

The Special Education Child Restraint tab is only used when a special education student is restrained for non-disciplinary reasons. For all other restraint incidences, including disciplinary restraint for a special education student, use **Discipline > Maintenance > Student > Maintenance > Restraint Information**.

Some fields are displayed on the Details window, which is displayed if you click the spyglass icon.

The screenshot shows a software interface with a table of child restraints and a detailed form for a specific instance. The table has columns for Delete, Details, Cnty Dist, Restraint, Campus ID, Date/Time, Period, Instance Nbr, Restraint Reason, and Restraint Type. A red circle highlights the 'Details' icon for the first row, with an arrow pointing to a 'Child Restraint' form. The form contains the following fields:

Cnty/Dist/Campus of Restraint:	015912	001	Restraint Instance Nbr:	000028
Restraint Date:	09-07-2018		Restraint Reason:	03 Physical Harm to Self & Others
Restraint Time:	01:00:00	<input type="radio"/> AM <input checked="" type="radio"/> PM	Primary Disability:	06 Intellectual Disability
Reporting Period:	1		Instructional Setting:	44 Self-Contain Mild/Mod/Sev More than 60%
Restraint Type:	P Physical			

**RUN REPORTS FOR VERIFYING STUDENT-RESTRAINT-EVENT-EXTENSION COMPLEX TYPE DATA**

***Discipline > Reports > Discipline > SDS0250 - Discipline Student Restraint***

SDS0250 lists student totals for mechanical restraint, physical restraint, and seclusion incidents. Verify all data.

Date Run:		Students Subject to Physical/Mechanical/Seclusion Restraint						Program ID: SDS0250			
Cnty Dist: 020-020		From:		To:		Page Nbr: 1 of 1					
Campus: 001											
Student ID	Name	Grd Lvl	Pri Disab	Instr Set	Restraint Information						
					Date	Camp	Instance Nbr	Period Ind	Reason Cd	Staff Type	Restraint Type
092399	Alba, Abigail Monique	09			03/26/2018	001	000004	5	08	2	Physical
392139	Elderbrook, Dylan Cole	09			04/04/2018	001	000019	5	08	2	Physical
410019	Gabriel, Charles Michael	09			04/02/2018	001	000018	5	08	2	Physical
<b>Restraint Reason Codes Grade Level: 09</b>										<b>Totals</b>	
08 Restmt by Dist Police or Resource Officer .....										3	
<b>Restraint Staff Type Grade Level: 09</b>											
2 School Police officer or school resource officer (SRO) .....										3	
<b>Restraint CodeType Grade Level: 09</b>											
M Mechanical Restraint .....										0	
P Physical Restraint .....										3	
S Seclusion .....										0	
<b>Restraint Reason Codes Campus: 001</b>										<b>Totals</b>	
08 Restmt by Dist Police or Resource Officer .....										3	
<b>Restraint Staff Type Campus: 001</b>											
2 School Police officer or school resource officer (SRO) .....										3	
<b>Restraint CodeType Campus: 001</b>											
M Mechanical Restraint .....										0	
P Physical Restraint .....										3	
S Seclusion .....										0	

**Special Education > Reports > Special Ed > Student > SEM1100 - Student Special Ed Restraint List**

Ensure all special education restraints have been entered.

Date Run:		Student Special Ed Restraint List						Program ID: SEM1100			
Cnty-District: 001-801		Active and Inactive Students		Page: 1 of 1							
Campus: 001		School Year: 2018 - 2019									
Student ID	Student Name	Track	Grd Lvl	Sex	Agg Ethn	DOB	Spec Ed Entry Dt	Spec Ed Withdraw Dt			
382246	Ramos, Adrian	01	10	M	H	09-09-2002	08-27-2018				
Date: 08-30-2018	Time: 02:30:00 PM	Instance Nbr: 000009	Reporting Period: 1	Description: 06	Others & Property Destruction			Type: Physical	Campus: 001	Pri Disab: 06	Instr Set: 44
09-07-2018	01:00:00 PM	000028	1	03	Physical Harm to Self & Others			Physical	001	06	44
09-25-2018	12:55:00 PM	000037	1	03	Physical Harm to Self & Others			Physical	001	06	44
<b>Total for Campus 001: 3</b>											

**Category: Staff**

For Submission 3, data is reported for staff with ROLE-IDs 033 (Educational Aide assigned to a Prekindergarten Course Section), 047 (Substitute Teacher), and 087 (Teacher).

1. [Interchange: StaffAssociationExtension](#)

**Complex Type: StaffExtension**

**Description:** Represents an individual who performs specified activities for any public or private education institution or agency that provides instructional and/or support services to students or staff at the early childhood level through high school completion.

The following elements from the *StaffExtension* complex type are included in Submission 3:

### **Human Resources > Maintenance > Staff Demo > Demographic Information**

The screenshot shows a web form for staff demographic information. At the top, there is a 'Save' button and an 'Employee' field containing '006313 : SAENZ, RICARDO DANIELLE'. To the right are 'Retrieve', 'Directory', and 'Add Emp' buttons. Below this is a tabbed interface with 'Demographic Information' selected. The form displays 'Staff ID/SSN: 653-37-1190', 'Texas Unique Staff ID: 5858441269', and 'Last Change: 12-07-2017'. The 'Name' section includes 'Legal' fields for Title, First (RICARDO), Middle (DANIELLE), Last (SAENZ), and Generation, along with a 'Former' section and a 'Maiden Name' field. The 'Addresses' section has fields for Mailing and Alternate addresses, including Number, Street/P.O. Box, Apt, City (Alamo City), State (TX TEXAS), Zip (47778), and Country (UNITED STATES). The 'Sex' is set to 'F Female', 'Citizenship' is checked, 'Driver's License' is 25112364, 'DL State' is TX TEXAS, 'DOB' is 08-30-1993, 'Marital Stat' is S Single, 'Deceased' is unchecked, 'DL Expir Date' is 08-30-2018, and 'Other Language' is unchecked. The 'Ethnicity' section has 'Hispanic/Latino' checked. The 'Race' section has 'White' checked, with other options like American Indian Alaskan Native, Native Hawaiian Pacific Islander, Asian, and Black African American unchecked.

- STAFF-ID **Staff ID/SSN** (E0505) is the employee's SSN.
- FIRST-NAME **Legal - First** (E0703) is the employee's legal first name. Do not use an initial unless an initial is the legal first name.
- MIDDLE-NAME **Legal - Middle** (E0704) is the employee's legal middle name as shown on the identification documentation used for employment. If the employee has no middle name, the field must be blank. The middle name can be reported as blank for employees only when the employee does not have a middle name on his identification documentation. Do not use text such as NONE or NA.
- LAST-NAME **Legal - Last** (E0705) is the employee's legal last name.
- GENERATION-CODE **Legal - Generation** (E0706) is a suffix attached to the employee's name. The field can be blank. The field must be blank if the employee does not have a generation suffix on his name based on the identification documentation used for employment.

- SEX-CODE **Sex** (E0004) indicates the employee's gender.
- DATE-OF-BIRTH **DOB** (E0006) is the month, day, and year of the employee's birth.
- HISPANIC-LATINO-CODE **Hispanic/Latino** (E1064) indicates a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- AMERICAN-INDIAN-ALASKA-NATIVE-CODE **American Indian Alaskan Native** (E1059) indicates a person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- ASIAN-CODE **Asian** (E1060) indicates a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.
- BLACK-AFRICAN-AMERICAN-CODE **Black African American** (E1061) indicates a person having origins in any of the black racial groups of Africa.
- NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE **Native Hawaiian Pacific Islander** (E1062) indicates a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- WHITE-CODE **White** (E1063) indicates a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Human Resources > Maintenance > Staff Job/Pay Data > Employment Info**

Save

Employee:  Retrieve Directory

Employment Info
Pay Info
Job Info
Distributions
Deductions
Leave Balance

Employee Status:

Highest Degree:

Percent Day Employed:

Eligible for Re-hire:

Extract ID:

W-2 Elec Consent:

1095 Elec Consent:

Original Emp. Date:

Latest Re-Employ Date:

Retirement Date:

Take Retiree Surcharge:

NY Take Retiree Surcharge:

Year Round:

ERS Retiree Health Elig:

NY ERS Retiree Health Ellg:

Primary Job Code: 0050 -

Primary EEOC: 06 - Sc

Percent Assigned: 100%

Employment Type:

Retiree Employment Type:

PEIMS Auxiliary Role ID:

**Years Experience**

--Professional--  
Total:   
In District:

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

**Contract Information**

Class:

Term:

Year:

**Extended Leave**

Begin:

End:

**Termination**

Date:

Reason:

Full Semester:

Unemployment Eligibility
Fingerprint Information
Estimated Annual Salary (Hourly Employees Only)

- HIGHEST-DEGREE-LEVEL-CODE **Highest Degree** (E0730) is the highest grade level in school completed or its equivalent, or the highest degree received.
- TOTAL-YEARS-PROF-EXPERIENCE **Years Experience (Professional) - Total** (E0130) is the number of verifiable years of creditable experience. Only completed years of professional experience (not including the current year) are counted. This is only reported for professional staff.
- YEARS-EXPERIENCE-IN-DISTRICT **Years Experience (Professional) - In District** (E0161) is the number of completed years that a person has been employed in any professional position in the current district or education service center, whether or not there has been any interruption in service.

**Human Resources > Maintenance > Staff Job/Pay Data > Job Info**

The screenshot shows a web-based form for 'Job Info'. At the top, there is a 'Save' button and an 'Employee' field containing '006313 : SAENZ, RICARDO DANIELLE'. Below this are 'Retrieve' and 'Directory' buttons. A navigation bar includes 'Employment Info', 'Pay Info', 'Job Info', 'Distributions', 'Deductions', and 'Leave Balance'. The main area features a table with columns: Delete, Selected, Job Code, Primary, % Assigned, and Pay Type. One row is visible for '0050 - HIGH SCHOOL TEACHER' with '100%' assigned and 'Contracted employee' pay type. To the right, 'Primary Campus' is '005 005 S' and 'Dept' is empty. Below the table is a 'Contract Info' section with various input fields: Pay Type (Contracted employee), Pay Grade (T01), Pay Step (03), Sched, Max Days (187), Hrs Per Day, Total (55,025.00), Balance (36,683.32), # of Annual Pymts (12), Remaining Pymts (8), Concept (Use hourly/daily rate table), # of Months in Contract (10), State Min Days (187 Valid basic days in contract), Base Annual (53,025.72), Daily Rate (294.251), Contract Total (55,025.00), # of Days Empld (187), # Days Off (0.0), Vacant Job, Pay Rate (4,585.42), Contract Total (55,025.00), # Annual Pymts (12), Payoff Date (08-23-2019), Wkly Hrs, Reg Hrs Worked (0.00), OVTM Elig (checkbox), OVTM Rate (0.00), Hrly Rate (0.00), Exempt Status (checkbox), and EEOC (06 Scnd classm t). Below this is 'State Info' with State Step (03), Yrs in Career Ladder, TRS Year, TRS Member Pos (02 Teacher, librarian), Wholly Sep Amt, State Min Salary (29,290.00), Foundation Daily Rate (159.840), % Assigned (100%), and # of days Empld (187). The 'Calendar/Local Info' section includes Calendar/Local Options (04 - Teachers 187 Day), Begin Date (08-17-2018), End Date (06-06-2019), # of Days Empld (187), Years Job Exp, and Local Contract Days (187). At the bottom is a 'Workers' Comp Info' section.

- STAFF-TYPE-CODE **Pay Type** (E1073) indicates if the staff person is on the district payroll or is a contracted instructional staff person. For Submission 3, all classroom teachers must be reported.

**Human Resources > Tables > Credentials > Teaching Specialization**

The **PEIMS PK Teacher Requirement** field is used to indicate if a particular teaching

specialization code is associated with required additional qualifications for the High Quality Prekindergarten grant.

Save

Major / Minor    College Code    Certification Type    Specialty Area    Teaching Specialization    Service Record Notes

Retrieve    Print

Delete	Teaching Spec Code	Teaching Description	PEIMS PK Teacher Requirement
	PHY	PHYSICS	
	PK1	EARLY CHILDHOOD 01	01 Certification offered through an AMI or MACTE accredited center
	PK2	EARLY CHILDHOOD 02	02 At least 8 yr experience teaching in natl accredited child care pgm
	PK3	EARLY CHILDHOOD 03	03 Employed as PK teacher in district where PK prof development is met
	PK4	EARLY CHILDHOOD 04	04 A grad or undergraduate degree in early childhood ed or early childhood spec
	PK5	EARLY CHILDHOOD 05	05 A Child Development Associate (CDA) credential
	PK6	EARLY CHILDHOOD 06	06 Documented completion of the TSR Comprehensive
	POR	PORTUGUESE	
	PPL	PRINCIPAL	
	PRC	PRINCIPAL	
	PRI	PRINCIPAL (1955-1966)	

**Human Resources > Maintenance > Staff Demo > Credentials**

Demographic Information    Credentials    Verification    Insurance    Service Record    Responsibility

**Education**

Delete	College	Year	Major	Minor	Degree
No Rows					

Refresh College    + Add

**Certification**

Delete	Certification Type	Date	Specialty Area	Teaching Specialization	Date Expire	ExCET Yr	Yrs Taught	Sem Hrs
	5 Standard	04-25-2010	GM - GRADES EC - 4	BG3 - BIL GEN SPA	04-24-2020			
	2 Professional	07-01-2010	S2 - EARLY CHILD E	PK1 - EARLY CHILDI	06-30-2020			

Rows: 1 of 2    + Add

**Permit**

Delete	Details	Permit Type	Date	Issue Status	Ren #	Renew Date	Renew Status
--------	---------	-------------	------	--------------	-------	------------	--------------

PK-TEACHER-REQUIREMENT **PEIMS PK Teacher Requirement/Teaching Specialization** (E1581) indicates how the instructor meets the requirement for prekindergarten certification. This only applies if you have received the High Quality Prekindergarten grant.

**RUN REPORT FOR VERIFYING STAFF-EXTENSION COMPLEX TYPE DATA**

**Human Resources > Reports > HR Reports > Personnel Reports > HRS1600 - Certification Report**

HRS1600 allows you to view a list of instructors assigned to a particular teacher specialization code that is associated with the PK teacher certification requirement.

Delete	Teaching Spec Code	Teaching Description	PEIMS PK Teacher Requirement
<input type="checkbox"/>	01	PK 01	01 Certification offered through an AMI or MACTE accredited center
<input type="checkbox"/>	02	PK 02	
<input type="checkbox"/>	03	PK 03	03 Certification offered through an AMI or MACTE accredited center
<input type="checkbox"/>	04	PK 04	
<input type="checkbox"/>	05	PK 05	
<input type="checkbox"/>	06	PK 06	

- 01 Certification offered through an AMI or MACTE accredited center
- 03 Employment as PK teacher in district where PK prof development is met
- 05 A Child Development Associate (CDA) credential
- 06 Documented completion of the TSR Comprehensive
- 07 A degree in early childhood education or a related field
- 08 8+ yrs tchg exp natl accredited child care pgm or Texas Rising Star Pgm
- 09 Contract Entity-2+ yrs tch natl child care pgm/TXRisingStar & CDA/TEA appd EC cred
- 10 Contract Entity-2+ yrs tch natl child care pgm/TXRisingStar & cert acred AM/MACTE
- 11 Contract Entity-Employd PK teacher that met specific Pre-K prof develop reqmnts
- 12 Contract Entity-A degree in early childhood education or a related field
- 13 Contract Entity-8+ yrs tchg exp natl accred child care pgm or TX Rising Star Pgm

Date Run:		Employee Certification Report				Program: HRS1600	
Cnty Dist: 001-901		TXEIS ISD				Page: 1 of 1	
						Frequency: 6	
Emp Nbr	Employee Name	Certification Type		Specialty Area	Teaching Specialization	Special Credentials	
		Date Cert	Date Expire			Year	Classroom Hrs
000207	ALVARADO, ALICE JANE GAIL	F - Professional	52 - EARLY CHILD EDUCATIO	PK2 - EARLY CHILDHOOD 02	PDAS - KILLEEN	2003	4.0
Total Employees for District:		1					

End of Report

**Complex Type: StaffEducationOrgEmploymentAssociationExtension**

**Description:** Represents the education organization an employee, contractor, volunteer or other service provider is formally associated with, typically indicated by which organization the staff member has a services contract with or receives their compensation.

Only staff with ROLE-ID 047 (Substitute Teacher) or 087 (Teacher) are required to be submitted in Submission 3.

The following elements from the *StaffEducationOrgEmploymentAssociationExtension* complex type are included in Submission 3:

**Human Resources > Maintenance > Staff Job/Pay Data > Employment Info**

Employment Info	Pay Info	Job Info	Distributions	Deductions	Leave Balance
Employee Status:	1 Active professional ▼		Original Emp. Date:	08-07-1997	
Highest Degree:	1 Bachelor's ▼		Latest Re-Employ Date:	08-14-2009	
<b>Percent Day Employed:</b>	<b>100%</b>		Retirement Date:	00-00-0000	
Eligible for Re-hire:	<input type="checkbox"/>		Take Retiree Surcharge:	<input type="checkbox"/>	

PERCENT-DAY-EMPLOYED Percent Day Employed (E0760) is the percentage of a standard district work day for which the employee is hired to work. For an employee on contract, the percentage can be determined directly from the contract: full-time = 100, half- time = 050, and so on. For a non-contract employee, the percentage can be determined as follows.

**Example:** The standard work day for the district is 7 hours. An employee is hired to work for 4 hours per day. This data element is coded as 057 for the employee because  $4/7 = .571$ , which is rounded down.

Employees such as cafeteria workers and bus drivers who work only a few hours each day should not be reported as 100 in this field. Consider the number of hours worked in relation to the standard district work day, not the job.

**Human Resources > Maintenance > Staff Job/Pay Data > Job Info**

Code	Primary	% Assigned	Pay Type
43 - PRE-KINDER BILINGUAL TEACHER	<input checked="" type="checkbox"/>	100%	Contracted employee

Primary Campus:	106 106 Sc
Dept:	<input type="checkbox"/>

employee ▼	Pay Grade: T01 ▼	Pay Step: 09 ▼	Sched ▼	Max Days: <input type="text"/>	Hrs Per Day: 0.0
Balance: 4,902.12	# of Annual Pymts: 12	Remaining Pymts: 1	Concept: Use hourly/daily rate table		
10	State Min Days: 187 Valid basic days in contract ▼	Base Annual: 55,475.42			
70	= Contract Total: 58,825.00	/ # of Days Empld: 187	# Days Off: 0.0	Vacant Job	
08	= Contract Total: 58,825.00	/ # Annual Pymts: 12	Payoff Date: 12-31-2017	Wkly Hrs 5	
00	OVTM Elig: <input type="checkbox"/>	OVTM Rate: 0.00	Hrly Rate: 0.00	Exempt Status: <input checked="" type="checkbox"/>	EEOC: 05 Elem classm
Career Ladder: ▼	TRS Year: <input type="checkbox"/>	TRS Member Pos: 02 Teacher, librarian ▼	Wholly Sep Amt: 0.		
080.00	= Foundation Daily Rate: 198.289	X % Assigned: 100%	X # of days Empld: 187		
<input type="text"/>	Begin Date: 08-12-2016	End Date: 06-02-2017	<b># of Days Empld: 187</b>		
<input type="text"/>	Local Contract Days: 187				

---

NUMBER-DAYS-EMPLOYED **Calendar/Local Info - # of Days Empld** (E0160) is the actual number of at-work days within the school year the person is scheduled to work in the district. This number does not include holidays, weekends, and any other days the employee is not scheduled to work. If a person does not work the same amount of days as shown on the contract (e.g., the person does not begin work at the start of the school year), the actual number of days the employee will work must be reported. If a workday calendar is set up on **HR > Tables > Workday Calendars**, the **# of Days Empld** field is set according to the selected calendar. If a calendar is not set up, the **# of Days Empld** field is determined by the **Begin Date** and **End Date** fields on the Job Info tab, or can be manually entered.

---

### **Complex Type: TeacherSectionAssociationExtension**

**Description:** Represents a person employed by the LEA or other educational unit engaged in student instruction. These persons are instructional-type staff members.

At least one *TeacherSectionAssociationExtension* record must be submitted in Submission 3 for each reportable unique course-section that was offered during the school year.

The following elements from the *TeacherSectionAssociationExtension* complex type are included in Submission 3:

COURSE-SEQUENCE-CODE (E0948) - Described previously.

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

Title	Sec	Max Seats	Stu Enroll Sem 1	Stu W/D Sem 1	Stu Enroll Sem 2	Stu W/D Sem 2	Stu Enroll Sem 3	Stu W/D Sem 3	Stu Enroll Sem 4	Stu W/D Sem 4	Multi Svc Ind	Incl UIL Elig	Lock	Dst Lrng	Non Campus Based
sh 1	01	028	26	6	29	6	25	6	25	6	<input type="checkbox"/>	N	<input type="checkbox"/>		00
sh 1	02	022	23	1	23	1	21	1	21	1	<input type="checkbox"/>	N	<input type="checkbox"/>		00
sh 1	03	028	29	7	27	5	25	6	25	6	<input type="checkbox"/>	N	<input type="checkbox"/>		00
sh 1	04	022	23	7	24	6	20	6	20	6	<input type="checkbox"/>	N	<input checked="" type="checkbox"/>		00
sh 1	05	028	25	10	27	4	29	4	29	4	<input type="checkbox"/>	N	<input type="checkbox"/>		00
sh 1	06	022	20	5	21	4	23	4	23	4	<input type="checkbox"/>	N	<input type="checkbox"/>		00
sh 1	07	028	28	3	29	3	31	2	31	2	<input type="checkbox"/>	N	<input type="checkbox"/>		00
sh 1	08	022	21	4	20	9	24	9	24	9	<input type="checkbox"/>	N	<input type="checkbox"/>		00

CLASS-ROLE **Class Role** (E1067) indicates the role served by an instructor for a class, such as Teacher of Record, Assistant Teacher, or Support Teacher. Only Class Role 01 (Teacher of Record) is reported in the summer submission.

ROLE-ID **Role ID** (E0721) indicates the capacity in which the instructor serves, such as teacher or therapist.

**NOTE:** The **Role ID** field exists on both the district course and the campus section records. If a code exists on the section record, it is extracted from the section record. If the code is blank on the section record, the code is extracted from the district course record.

ASSIGNMENT-BEGIN-DATE **Entry Date** (E1065) is the date the instructor was assigned, or reassigned, to a particular course-section in the current school year. If more than one instructor is assigned to a course-section during the duration of a course-section, a record is required for each instructor that was assigned to the course-section.

ASSIGNMENT-END-DATE **Withdraw Date** (E1066) is the last date the instructor was assigned to a particular course-section in the current school year.

## RUN REPORTS FOR VERIFYING STAFF-ASSOCIATION-EXTENSION INTERCHANGE DATA

### Human Resources > Reports > HR Reports > Personnel Reports > HRS1250 - Employee Data Listing

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

Date Run: <input type="text"/>		Employee Data Listing		Program: HRS1250	
Cnty Dist: 001-901		TXEIS ISD		Page: 1 of 2	
				Frequency: 6	
Emp Nbr: 006313		Emp Name: SAENZ, RICARDO DANIELLE			
<b>Payroll Name &amp; Primary Address</b>		<b>Former Name &amp; Alternate Address</b>		<b>Primary Campus:</b> 005 - 005 School	
Last: SAENZ		Last:		Payroll Campus: 005 - 005 School	
First: RICARDO		First:		Info Restrict: N	
Middle: DANIELLE		Middle:		Restrict Public: A	
Title: Gen:		Title: Gen:		Local Area 1: READ 180	
Street: 77721 DUBLIN CIRCLE		Street:		Local Area 2: 9-12	
City/St: Alamo City, TX		City/St:		Drivers Lic#: 25112364	
Zip Cd: 47778		Zip Cd:		DL Expir Date: 08-30-2018	
Country: UNITED STATES				TRS Beg. Dt: 08-13-2015	
Phone: (555) 436-1550 Cell: (555) 436-1550		Bus Ph: ( ) Bus Ext:		Deceased: N	
Wk E-mail:		Hm E-mail:		Citizen: Y	
Supplemental Address:				Hispanic/Latino <input checked="" type="checkbox"/>	
Country:				Black/African American <input type="checkbox"/>	
Delivery Name:				Asian <input type="checkbox"/>	
Emergency Contact: DHY DL		Relation: GRANDMOTHER		American Indian/Alaskan Native <input type="checkbox"/>	
Phone: (555) 482-2535 Ext:				White <input checked="" type="checkbox"/>	
Emergency Notes: CERTIFIED TDRD				Native Hawaiian/Other Pacific Isl <input type="checkbox"/>	
				Billingual:	
<b>Personnel Information</b>					
Employee Status: 1 - Active professional		Original Emp. Date: 02-11-2015		Primary Job Code: 0050 - HIGH SCHOOL TEACHER	
Highest Degree: 1 - Bachelor's		Latest Reemploy Date: 08-13-2015		Primary EEOC: 06 - Sond classrm teach	
Percent Day Employed: 100%		Retirement Date:		Percent Assign: 100%	
Eligible for Rehire: <input type="checkbox"/>		Take Retiree Surcharge: <input type="checkbox"/>		Employment Type: F - Half-Time or more	
Extract ID: TEA - TEACHER 187		NY Take Retiree Surcharge: <input type="checkbox"/>		Retiree Employment Type:	
W-2 Elec Consent:		Year Round: <input type="checkbox"/>		NY ERS Retiree Health Elig: <input type="checkbox"/>	
1095 Elec Consent:		ERS Retiree Health Elig: <input type="checkbox"/>			
Experience		Contract Information		Extended Leave	
Professional Non-Professional		Class: PT - PROBATIONARY (ALL)		Termination	
Total: 03 Total:		Term: 03 - 3RD YEAR IN CONTRACT		Date:	
In District: 03 In District:		Year: 03 - 3RD YEAR IN CONTRACT		Reason:	
Grade(s) Taught: 7-8		Begin: 08-17-2018		Full Semester: <input type="checkbox"/>	
		End: 06-06-2019			
Unemployment Eligibility		Fingerprint Information		Estimated Annual Salary (Hourly Employees)	

### Human Resources > Reports > HR Reports > Payroll Information Reports > HRS6350 - Employee Responsibility Data

HRS6350 provides responsibility data entered for employees, one employee per page.

Date Run:		Employee Responsibility Data					Program: HRS6		
Cnty Dist: 020-020		Mockingbird ISD					Page: 10 of 53		
		Employee: ALVARADO, ALICIA ALAN					Frequency: 6		
		Employee Nbr: 000196							
Sex: M	Career Ladder Level: 0	Tot.Yrs Exp: 21	Highest Degree: 2 - Master's	Yrs.Exp Dist: 15					
Campus Name	Role ID	Service ID	Title or Grade Level	Pop Srvd	Nbr Stu	Class ID	Class Type	Monthly Minutes	ES S
001 - Agarita High School	087	SE000001	SE GENER - SPED	06	000	00169610000000	02	07600	

## Extract or Import Data

1. [Complete the summer extract and monitor status.](#)

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

[State Reporting > Extracts > Summer](#)

**Options**

Ending School Year: **2020**

Generic Program Code for Dyslexia Reporting: **DYS**

Generic Program Code for Early College High School Reporting:

Generic Program Code for IGC Reporting: **IGC**

Generic Program Code for Intervention Strategy: **INT**

Generic Program Code for Pathways in Technology:

Generic Program Code for Section 504: **504**

Generic Program Code for T-STEM Reporting:

**Select all Extracts**

**Attendance**

Data Extracted: **InterchangeStudentExtension, InterchangeStudentEnrollmentExtension, InterchangeStudentAttendanceExtension**

Semester to Extract:

**Title 1 Part A**

Data Extracted: Student - Title 1, Part A

*Title 1 Part A: Data will be extracted when semester 2 attendance is extracted*

**Course Extracts**

**Classroom Link**

Data Extracted: **InterchangeStaffAssociationExtension, InterchangeMasterScheduleExtension**

**Course Completion**

Data Extracted: **InterchangeStudentExtension, InterchangeStudentTranscriptExtension**

**Default Pass / Fail / Credit Indicators**

Grade 01	<input type="text"/>	Grade 02	<input type="text"/>
Grade 03	<input type="text"/>	Grade 04	<input type="text"/>
Grade 05	<input type="text"/>	Grade 06	<input type="text"/>
Grade 07	<input type="text"/>	Grade 08	<input type="text"/>
Grade 09	<input type="text"/>	Grade 10	<input type="text"/>
Grade 11	<input type="text"/>	Grade 12	<input type="text"/>

**Discipline**

Data Extracted: **InterchangeStudentExtension, InterchangeStudentDisciplineExtension**

**Flexible Attendance**

Data Extracted: **InterchangeStudentExtension, InterchangeStudentAttendanceExtension**

**Restraint**

Data Extracted: **InterchangeStudentExtension, InterchangeStudentRestraintEventExtension**

Email :

The Summer Extract page extracts data for all complex types associated with the summer submission. You can extract all data or select specific data to extract. Verify that your data extracted correctly.

**NEW FOR 2018!** The Classroom Link and Course Completion Extracts were combined under the heading **Course Extracts**. You can select to run each extract individually; however, the program expects the Classroom Link extract to be run first. If you select to extract Course Completion data but do not select to extract Classroom Link data, the program verifies that Classroom Link records exist for the current school year. If they do not exist, a message is displayed and no data is extracted.

**CAUTION!** Each time you extract data, you overwrite the data in the frozen files (i.e., maintenance pages), including any data that was manually entered.

<b>Ending School Year</b>	(Display only) The submission year as entered in the <b>Submission Year</b> field on <a href="#">State Reporting &gt; Options</a> is displayed.
<b>Local Program for Dyslexia Reporting</b>	(Display only) The district local program code used to track dyslexic students is displayed, as entered in the <b>Local Program for Dyslexia Reporting</b> field on <a href="#">State Reporting &gt; Options</a> .
<b>Local Program for Early College High School Reporting</b>	(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 <b>Local Program for Early College High School Reporting</b> field on <a href="#">State Reporting &gt; Options</a> .
<b>Local Program Code for IGC Reporting</b>	(Display only) The district local program code used to track students assigned to an Individual Graduation Committee (IGC) is displayed, as entered in the <b>Local Program for IGC Reporting</b> field on <a href="#">State Reporting &gt; Options</a> .
<b>Local Program Code for Intervention Strategy</b>	(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 <b>Local Program for Intervention Strategy</b> field on <a href="#">State Reporting &gt; Options</a> .
<b>Local Program Code for Pathways in Technology</b>	(Display only) The district local 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 <b>Local Program for Pathways in Technology</b> field on <a href="#">State Reporting &gt; Options</a> .
<b>Local Program for 504</b>	(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 <b>Local Program for Section 504</b> field on <a href="#">State Reporting &gt; Options</a> .
<b>Local Program for T-STEM Academy Reporting</b>	(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 <b>Local Program for T-STEM Academy Reporting</b> field on <a href="#">State Reporting &gt; Options</a> .

<b>Select all Extracts</b>	Select to extract all data. Otherwise, select individual data below.
----------------------------	--

<b>Attendance</b>
-------------------

Select to extract the following data: <i>Student Demographic, Graduation Program, Basic, Spec Ed, CTE Attendance, and Student - Title I, Part A (semester 2 only).</i>	
<b>Semester to Extract</b>	Select the semester from which you are extracting records. Select All to extract data from semesters 1 and 2.  If you select All, semesters 1 and 2 are extracted sequentially in the same run.  If you select 2 or All, Title I Part A data is automatically extracted.
<b>Title I Part A</b>	(Display only) <i>Title I Part A</i> data is extracted when semester 2 attendance data is extracted.

**IMPORTANT!** The attendance extract must be run for each semester.

**Course Extracts**

**NOTE:** You can select to run the Classroom Link and Course Completions extracts individually; however, the program expects the Classroom Link extract to be run first. If you select to extract Course Completion data but do not select to extract Classroom Link data, the program verifies that Classroom Link records exist for the current school year. If they do not exist, a message is displayed and no data is extracted.

**NOTE:** A student's course entry date cannot be the same as the semester end date.

**Classroom Link**

The extract does the following:

- Course-section data is selected for all course-sections in the master schedule that have student enrollment, and a record is created for each course-section.

**Course Completion**

Select to extract the following data: *Student Demographic* and *Course Completion*.  
**Grade 01 - Grade 12** - If you run this extract before the end of school OR before assigning pass/fail indicators, you must enter the appropriate **Default Pass/Fail/Credit Indicators** according to the TWEDS C136 table.

Grade levels 1-8 use default code 13.  
 Grade levels 9-12 use default code 01.

**If you set default codes for all students, you may need to update some individual student records using the following codes:**

- 00 - ASCENDER Code - Record will not be included in the Interchanges
- 01 - Course Was Passed And Credit Was Received
- 02 - Course Was Failed And No Credit Was Received - First Occurrence This School Year
- 03 - Course Was Failed And No Credit Was Received - Second Occurrence This School Year
- 04 - Course Was Passed, But Credit Was Not Received Due To Excessive Absences - First Occurrence This School Year
- 05 - Course Was Passed, But Credit Was Not Received Due To Excessive Absences - Second Occurrence This School Year
- 06 - Course Was Passed, But Credit Was Not Received (other parts of the course have not been taken)
- 07 - Course Was Passed, But Credit Was Not Received (other parts of the course have been taken but not passed)
- 08 - Course Was Failed, But Credit Was Received (other parts of the course have been passed and credit was awarded based on the grades in those parts)
- 09 - Course Work Is Incomplete And No Credit Has Been Awarded
- 10 - Course Was Passed, But Credit Was Not Received (course had previously been passed, and was repeated for better mastery)
- 11 - Course Was Failed And No Credit Was Received - third occurrence this school year
- 12 - Course Was Passed, But Credit Was Not Received Due To Excessive Absences - third occurrence this school year
- 13 - Non-High School Course Passed
- 14 - Non-High School Course Failed

#### **Discipline**

Select to extract the following data: *InterchangeStudentExtension* and *InterchangeStudentDisciplineExtension*.

#### **Flexible Attendance**

Select to extract the following data: *InterchangeStudentExtension* and *InterchangeStudentAttendanceExtension*.

#### **Restraint**

Select to extract the following data: *Student Demographic* and *Student Restraint*.

#### **Special Education**


Select to extract the following data: *Interchange StudentExtension* and *Interchange StudentSpecialEducationEventExtension*


**Email** (Optional) Type your email address if you wish to receive email notification when the extract is complete.

Click **Run**.


- You can either wait for an email notification that the extract is complete, or view the status of the extract on [Extracts > Extracts Status](#).
- If errors are encountered, the **Error** button is displayed. Click **Errors** to [view the list of errors](#).

### **Review the report using the following buttons:**


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  to go to the last page of the report.

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

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

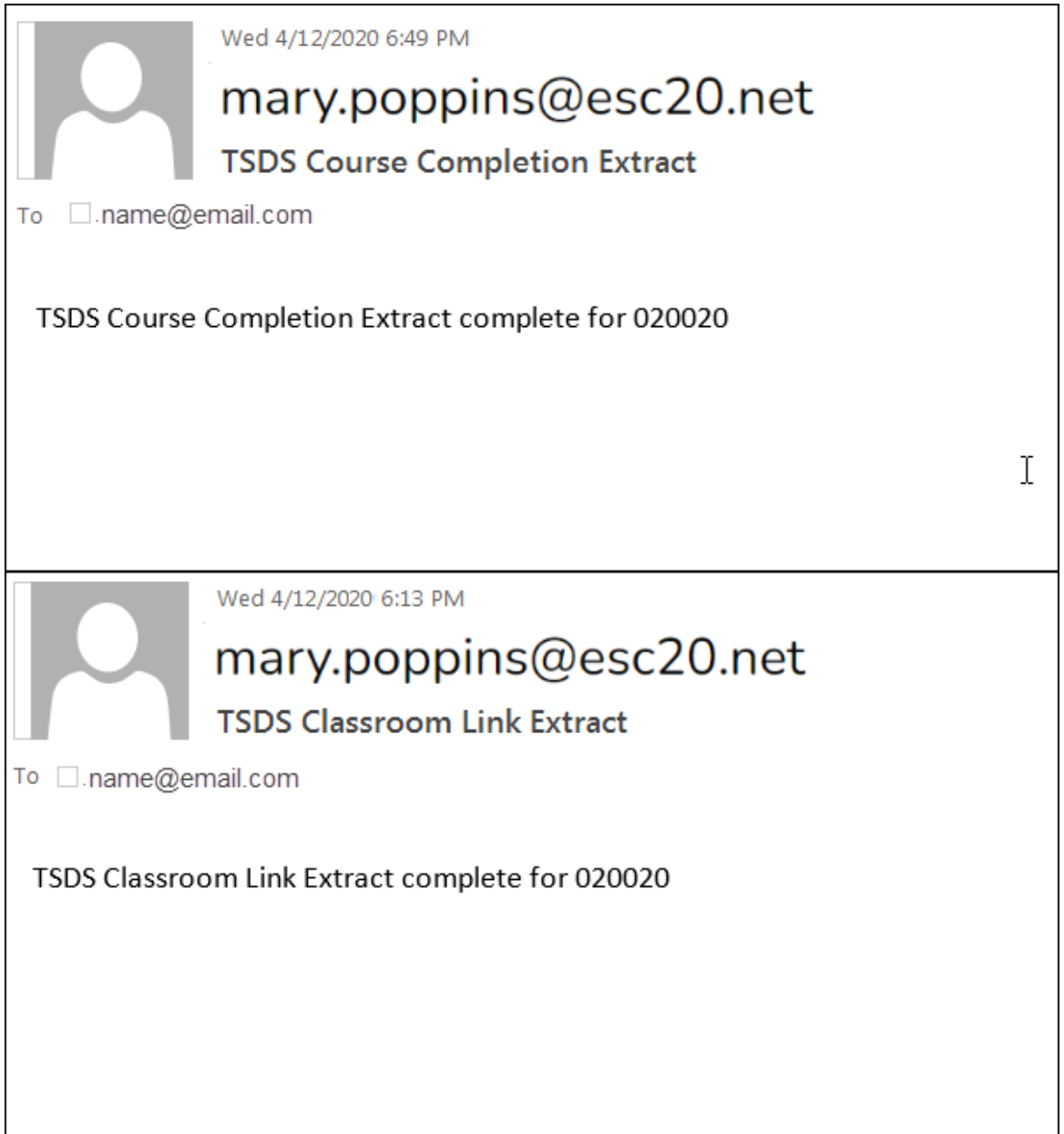
## **Monitor Extract Status**

Once you run the extract utility, you can either wait for an email notification that the extract(s) are complete, or view the status of the extract(s) on [Extracts > Extracts Status](#).

### **Email Notification**

If you typed your email address when you ran the extract, an email message is delivered to your Inbox once the extract is completed. You will receive a separate message for each summer extract.

Examples:



Once you receive this email message, you can go to the Extract Status page to view reports.

**Extract Status Page**

The Extract Status page allows you to review the status and completion of extracts (i.e., jobs). Once an extract is completed, you can view and print the associated reports.

[State Reporting > Extracts > Extract Status](#)

<b>Extract Type</b>	Select the extract type for which you want to check job status or completion.
---------------------	---

- 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	Job Status	Job Start	Job End	User Name	Email	School Year	Semester	Extract Summary	Title I Part A	Flex Attendance
179	In Progress	04-16-2019 08:51:29 AM	04-09-2019 07:22:37 PM	JSTANFORD	No Email Was Supplied	2019	1			
173	Completed	04-09-2019 06:16:14 PM	04-09-2019 06:16:11 PM	TESTUSER	No Email Was Supplied	2019	2	<a href="#">Print Report</a>	<a href="#">Print Report</a>	<a href="#">Print Report</a>
172	Completed	04-09-2019 05:08:43 PM	04-09-2019 06:16:11 PM	TESTUSER	No Email Was Supplied	2019	1	<a href="#">Print Report</a>	<a href="#">Print Report</a>	<a href="#">Print Report</a>
168	Completed	04-09-2019 09:25:51 AM	04-09-2019 10:41:03 AM	TESTUSER	No Email Was Supplied	2019	1	<a href="#">Print Report</a>	<a href="#">Print Report</a>	<a href="#">Print Report</a>
164	Completed	04-07-2019 01:39:50 PM	04-07-2019 02:40:04 PM	HANK1	No Email Was Supplied	2019	1	<a href="#">Print Report</a>	<a href="#">Print Report</a>	<a href="#">Print Report</a>
150	Completed	03-31-2019 06:51:54 PM	03-31-2019 07:51:13 PM	HANK1	No Email Was Supplied	2019	2	<a href="#">Print Report</a>	<a href="#">Print Report</a>	<a href="#">Print Report</a>









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

The following vary by extract:

<b>Error/Extract Summary</b>	<p>Various error reports may be displayed if errors are encountered. Click <b>Print Report</b>. Review and correct all errors.</p> <p>Student records are not extracted if the following conditions exist:</p> <p>Blank or invalid SSN, including 000000000</p> <p>Blank Texas Unique Student ID</p> <p>Invalid student record status</p> <p>Duplicate SSNs (The first student encountered with the SSN is extracted; all others with the same SSN are not extracted.)</p> <p>Verify the counts for each record type, and determine the reason for each bypassed student.</p> <p><b>If students are bypassed:</b></p> <ol style="list-style-type: none"> <li>1. Correct data in the student files.</li> <li>2. Run the <a href="#">Delete/Clear Tables utility</a> to delete or clear previous data for the desired tables.</li> <li>3. Re-extract the data.</li> <li>4. Verify the data.</li> <li>5. Repeat until no students are bypassed.</li> </ol>
<b>Local Pgm Code</b>	For the Flexible Attendance, Restraint, Student Fall, Course Completion, and Discipline extracts, the code may be displayed if applicable.
<b>Semester</b>	For Attendance extracts only, the semester for which the extract was run is displayed.
<b>Flex Attendance</b>	For the Attendance extract only, this report provides a list of students participating in flex attendance programs. Review data for accuracy.
<b>Title I Part A</b>	For the Attendance extract only, after extracting semester 2, this report lists extract errors that are specific to Title I data. Review and correct any errors.
<b>Assign Dis Action Nbrs</b>	This is displayed for the Discipline extract only. Discipline action numbers are automatically assigned when the extract is run, so this field will always display Yes.
<b>Leaver Error Summary</b>	(Fall extract) Review the number of leaver tracking records written. Review and correct all errors.

Reports can be printed any time, as long as the row is not deleted.

## Other functions and features:

	Select rows to be deleted.
<b>Delete</b>	Click to delete any rows selected for deletion.
<b>Refresh</b>	Re-retrieve the data displayed.
<b>Print Report</b>	<p><a href="#">Print the report for the extract (if available).</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.            Click  to go back one page.            Click  to go forward one page.            Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>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 <b>Close Report, Exit, or Cancel</b> button instead.</p>

For completed extracts, you can view applicable extract reports. Reports can be printed any time, as long as the row is not deleted from the Extract Status page. Report options will vary by extract.

Review the Extract Summary report for each extract and correct any errors.

- For the Attendance extract, the Flex Attendance report is also available, which provides a list of students participating in flex attendance programs. Review data for accuracy.
- For the Attendance extract, after extracting semester 2, you can view the Title I Part A report, which lists extract errors that are specific to Title I data. Correct any errors.
- For the Discipline extract, Discipline action numbers are automatically assigned when the extract is run, so the **Assign Dis Action Nbrs** field will always display Yes.
- For the Course Completion and Discipline extracts, the Generic Program Code may be displayed if applicable.

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

2. [Or, import data from an external file.](#)

[State Reporting > Utilities > Import External File](#)

This utility is for districts that update data in State Reporting tables from a text flat file created outside ASCENDER. Each row in the file corresponds to a PEIMS record.

**The only 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)
- Finance-SSA Actual (033) (20033 - *SharedServiceArrangementExtension* complex type)

**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  to go to the first page of the report.  
 Click  to go back one page.  
 Click  to go forward one page.  
 Click  to go to the last page of the report.

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

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

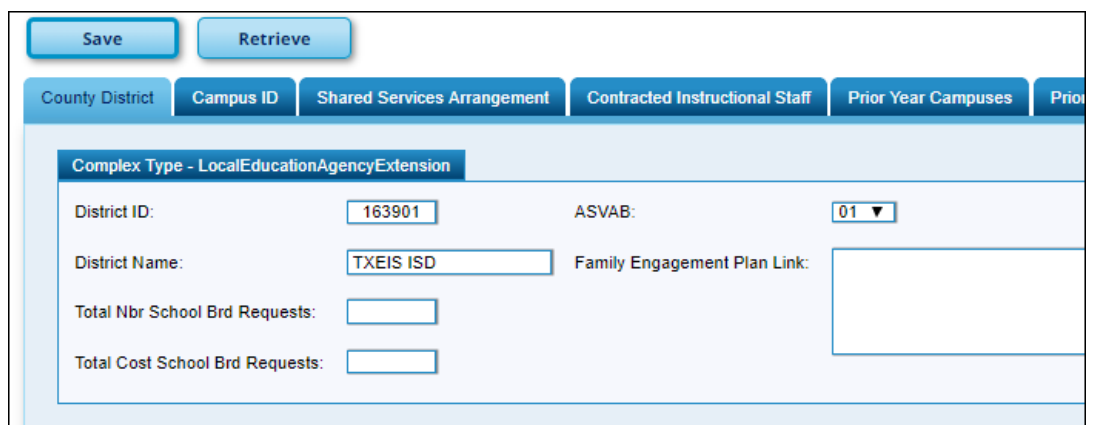
Records that resulted in an error are listed. The line number in the file corresponding to the record that caused an error is displayed in the first column, and the record itself is displayed in the second column. A summary of the import is printed on the last page of the report.

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

## After you Extract Data

1. [Verify and update frozen organization data.](#)
  1. [Update county-district data.](#)

[State Reporting > Maintenance > Organization > County District](#)



The screenshot shows a software interface for entering County District data. At the top, there are 'Save' and 'Retrieve' buttons. Below them are several tabs: 'County District', 'Campus ID', 'Shared Services Arrangement', 'Contracted Instructional Staff', 'Prior Year Campuses', and 'Prior Year Campuses'. The 'County District' tab is selected, and the form title is 'Complex Type - LocalEducationAgencyExtension'. The form contains the following fields:

- District ID:
- ASVAB:
- District Name:
- Family Engagement Plan Link:
- Total Nbr School Brd Requests:
- Total Cost School Brd Requests:

<b>District ID</b>	DISTRICT-ID (E0212)  Type the six-digit district ID number registered with the TEA. This field initially displays the county-district number entered when you logged on to ASCENDER.
<b>District Name</b>	Type the name of the district as you want it to appear on your submission data, up to 34 characters.
<b>Total Nbr School Brd Requests</b>	Type the total number of requests submitted outside of a school board meeting by a member of the district's board of trustees (school board) for information, documents, and records as specified in TEC (Texas Education Code) Section 11.1512.
<b>Total Cost School Brd Requests</b>	Type the cost of fulfilling the total number of requests submitted outside of a board meeting by a member of the district's board of trustees for information, documents, and records as specified in TEC (Texas Education Code) Section 11.1512.
<b>Family Engagement Plan Link</b>	FAMILY-ENGAGEMENT-PLAN-LINK (E1583) (S3)  Type the website address used by the LEA to provide its Family Engagement Plan.

**REVISED FOR 2018:** Case rating indicator codes are not submitted.

Click **Save**.

<b>Retrieve</b>	<a href="#">Retrieve data from last save.</a> Discard unsaved changes, and retrieve information since the last time data was saved.
<b>Warning</b>	Click to view warning messages for all tabs on the page.
<b>Errors</b>	Click to view error messages for all tabs on the page. If errors and warnings exist, warnings are displayed with the errors.

## 2. [Update campus data.](#)

[State Reporting](#) > [Maintenance](#) > [Organization](#) > [Campus ID](#)

Del	Campus	Campus Name	Campus Enrollment Type	NSLP	PK Waiver
	001	001 School	05 Blended Enrollment	01	
	003	003 School	06 ISS/DAEP/JJAE	01	
	004	004 School	06 ISS/DAEP/JJAE	01	
	041	041 School	05 Blended Enrollment	01	
	101	101 School	05 Blended Enrollment	01	
	102	102 School	05 Blended Enrollment	01	



Existing campuses are listed.

Click **+Add** to add a campus.

<b>Campus ID</b>	CAMPUS-ID (E0266) Type the three-digit campus ID.
<b>Campus Name</b>	Type the campus name registered with the TEA.
<b>NSLP</b>	<p>NSLP-TYPE-CODE (E1591) (S1) PEIMS code table: C212</p> <p>Select the code indicating the National School Lunch Program (NSLP) participation status of the campus:  <b>Code 00</b> - No, not participating in NSLP.  <b>Code 01</b> - Yes, participating in NSLP without using any Provision or the Community Eligibility Provision (including the Seamless Summer Option) (SSO)).  <b>Code 02</b> - Yes, participating in NSLP under Provision 2 (including the Seamless Summer Option (SSO)).  <b>Code 3</b> - Yes, participating in NSLP under the Community Eligibility Provision (including the Seamless Summer Option (SSO)).</p> <p>Rule 10020-0036: As of the 2018-2019 fall submission, if a non-JJAE campus has enrolled students who are eligible for free or reduced-price meals under the National School Lunch and Child Nutrition Program, this field must indicate the campus is participating in the program (01, 02, or 03).                      As of the 2020-2021 fall submission, if the campus is an active instructional campus and if the instructional program type is not 13 (JJAE), then the <b>NSLP</b> and <b>Campus Enrollment Type</b> are required.                      This information is not extracted and can only be entered on this tab.</p>

**REVISED FOR 2018:** Case rating indicator codes are not submitted.

Click **Save**.

	<p><a href="#">Delete a row.</a></p> <p>Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>
<b>Retrieve</b>	<p><a href="#">Retrieve data from last save.</a></p> <p>Discard unsaved changes, and retrieve information since the last time data was saved.</p>

## 2. [Check for audit red flags.](#)

Ensure that supporting documentation exists for the following situations, or correct these conditions:

- Identify any students who have an attendance record but do not have a course completion record.

**NOTE:** Advance Placement information on the Academic Excellence Indicator System (AEIS) report comes from the course completion record.

- Verify that course completions records exist for DAEP and JJAEP campuses, as well as regular campuses.
- Verify that all students with 100% attendance are actually enrolled.
- Ensure that you have documentation for all entry and withdrawal records.
- Ensure that a basic attendance record is not reported for any student who is served fewer than two hours per day.
- Identify any excessive days for Pregnancy Related Services (PRS) participation.
- Identify any over-age students for whom eligible days attendance is reported.
- Identify any students who are enrolled in bilingual education but do not have parental approval documentation.
- Identify any homebound students who earned CTE or bilingual ADA for the period they were homebound.
- Identify any Compensatory Education Home Instruction (CEHI) students who earned CTE ADA for the period they were coded CEHI.

- 
- Identify any Compensatory Education Home Instruction (CEHI) students who earned CTE bilingual ADA for the period they were coded CEHI.
  - Identify any students in grade levels 7 and 8 who earned CTE ADA without attending CTE courses.
  - Identify any students who earned CTE ADA while enrolled in an alternative disciplinary setting for more than five days without receiving CTE services.
  - Identify any students who earned CTE ADA for a self-paced course.
  - Ensure that no ADA is earned for mandatory expulsions or placement in JJAEP in counties with a population of 125,000 or more.  Verify that no special education contact hours are reported for students with disabilities who are placed in disciplinary settings (i.e., In School Suspension (ISS) or Disciplinary Alternative Education Program (DAEP)) if the special education services prescribed in the student's IEP were not provided while he was in the disciplinary setting. A district can place a student in a disciplinary setting for up to five consecutive days and continue to claim CTE contact hours even if no CTE services are provided to the student. After five days, the student can continue to earn credit for the class, but the district cannot claim additional funding; the funding clock must be set back to the first day of the disciplinary assignment.
  - Identify any districts with more than 100 warnings and special warning errors in Discipline.
  - Identify any campuses that do not report any discipline records.
  - Ensure that no campus has Title I codes set to both 6 (*schoolwide program school*) and 7 (*targeted assistance*). A Title I, Part A campus can be either schoolwide or targeted assistance - not both.
  - Title I codes 9 (*homeless*) and A (*neglected*) are only used at non-Title I campuses. Ensure that any student coded 9 or A has no other Title I codes at the campus, and that the homeless indicator is not 0.
  - Ensure that you have the following documentation:
    - SDS1000 - PEIMS Discipline Report
    - SDS0100 - Detailed Incident Report
    - SDS0200 - Special Ed Students in Discipline Settings
    - SDS0300 - BIL/ESL Students in Discipline Settings
    - SDS1800 - CT Students in Discipline Settings
    - Copies of all Individualized Education Programs (IEPs) and Admission, Review,

## and Dismissals (ARDs)

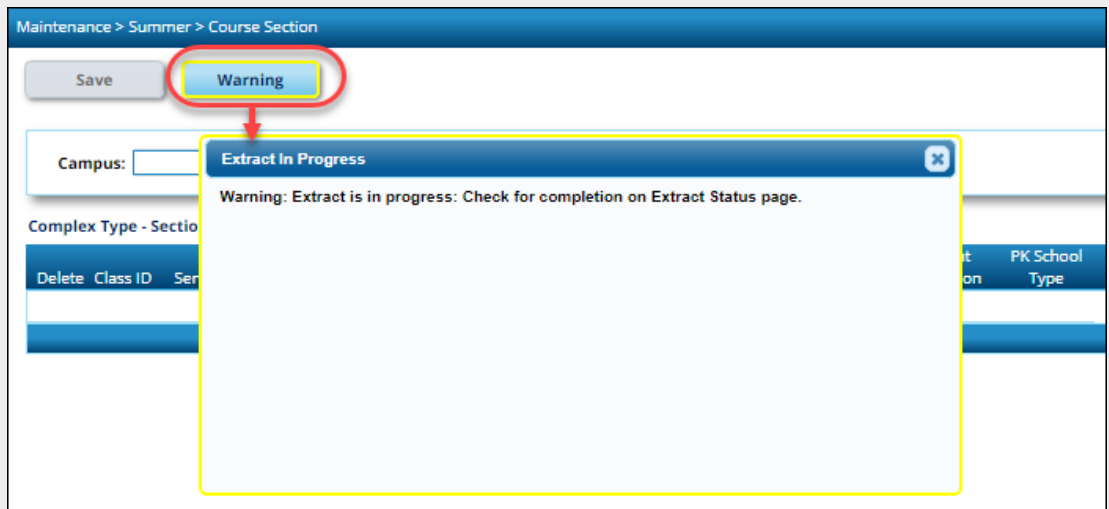
- Homebound teacher logs to support amount of time served for homebound students
  - Physician's statement confirming need for homebound
  - Documentation confirming the need to place students in a hospital class or residential care and treatment facility
  - All attendance reports listed in this guide
  - SRG1200 - Student Status Changes by Program (for special education students)
  - All source documents for discipline events and Title I
- The following rules will likely be part of the Data Integrity Indicators for Performance Based Monitoring:
- Any district that has one or more campuses with zero incidents, excluding DAEP or JJAEP campuses.
  - Rule 44425-0037 - Students reported as expelled from their regular education setting based on a "disciplinary reason" that is not allowed under TEC 37.007 (i.e., student was expelled for a reason that is not permitted by law).
  - Rule 44425-0026 - Students reported with a Mandatory Disciplinary Alternative Education Program (DAEP) placement reason per TEC 37.006, but do not have supporting data.
  - Rule 44425-002 - Students reported with a Mandatory Expulsion Reason per TEC 37.007, but do not have supporting documentation (i.e., student was not expelled as is required by law).
  - Rule 44425-0045 - Unauthorized expulsions of students under the age of 10.
  - Rule 44425-0046 - Unauthorized DAEP placement of students under the age of 6.
  - Rule 44425-0029 - Students enrolled in county with mandatory JJAEP who were reported with disciplinary reasons that requires expulsion to a JJAEP, do not have documentation indicating that they were expelled to the JJAEP (i.e., student should have been expelled to a JJAEP and was not).
  - Rule 44425-0048 - Students reported as "Suspended Out of School" for more than three days, including both partial (25) and full day (05) actions.

3. [Correct frozen data.](#)

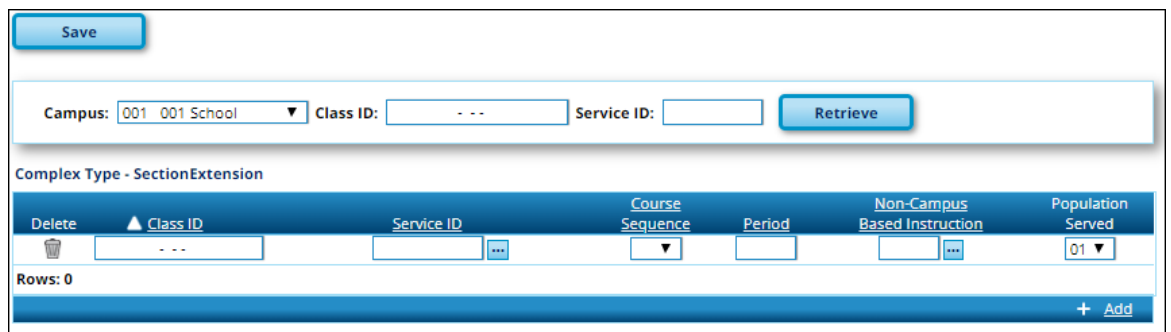
You may find extracted or merged records containing incomplete or inaccurate information. Use the summer maintenance pages to update and correct the data saved in the district database (i.e., frozen data).

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 summer maintenance pages indicating that the extract is in progress, and the **Save** button is disabled.



[State Reporting > Maintenance > Summer > Course Section](#)



Correct data for the *SectionExtension* complex type as needed.

**NEW FOR 2018!** Added the **Population Served** field to accommodate noncampus-based courses in the summer extract. By default, the value from the district master schedule record (i.e., the **Pop Srvd** field on **Grade Reporting > Maintenance > Master Schedule > District Schedule**) is displayed but can be changed. The **Population Served** field is extracted from the section present if present; otherwise, it is extracted from the district-level record.

State Reporting > Maintenance > Summer > Staff

Correct data for the *TeacherSectionAssociationExtension* complex type or demographic data as needed.

State Reporting > Maintenance > Summer > Student

Correct data for the *StudentExtension*, *StudentGraduationProgramExtension*, *BasicReportingPeriodAttendanceExtension*, *SpecialProgramsReportingPeriodAttendance-Extension*, *StudentTranscriptExtension*, *StudentDisciplineIncidentAssociationExtension*, *RestraintEventExtension*, and/or *StudentTitleIPartAProgramAssociationExtension* complex types as needed.

**NEW FOR 2018!** The **FHSP College/Career Instr** field was removed from the Demo tab, per changes to TEDS for the 2018 school year (i.e., removed rules 40110-0168 and 40110-0181).

4. [Run extract reports.](#)

State Reporting > Reports > Summer

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

Reports > Summer

**Select a Report:**

**Course Selection Report Group**  
[Course Section](#)

**Organization Report Group**  
[District / Campus](#)

**Staff Report Group**  
[Course Section Student Totals](#)  
[Summer Staff Demo Data](#)  
[Teaching Assignments](#)

**Student Report Group**  
[Basic Attendance](#)  
[CTE Attendance](#)  
[CTE Flexible Attendance](#)  
[CTE Verification with Course Completion](#)  
[Course Completion](#)  
[Discipline Data](#)  
[Flexible Attendance](#)  
[Restraint Data](#)  
[Special Ed Attendance](#)  
[Special Ed Flexible Attendance](#)  
[Summer Student Demo Data](#)  
[Summer Student Graduation Program Data](#)  
[Title 1 Part A Data](#)

Run each summer submission report, and verify that data is accurate per the current year audit reports. Print the final reports for your records.

5. [Create XML file.](#)

[State Reporting > Utilities > Create State Reporting Interchanges](#)

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

The system will create a zipped file that can be submitted to TSDS PEIMS.

Collection:

Ending School Year: 2020

**Summer Collection**

- All Summer Interchanges
- Education Organization Interchange
- Education Organization Calendar Interchange
- Student Interchange
- Student Enrollment Interchange
- Student Program Interchange
- Master Schedule Interchange
- Student Attendance Interchange
- Student Discipline Interchange
- Student Transcript Interchange
- Student Restraint Interchange

Selected Students:

<b>Collection</b>	Select the submission period.  For example, select <i>Sumr1</i> if this is the first summer submission. If you are resubmitting summer data, select <i>Sumr2</i> .
<b>Ending School Year</b>	(Display only) The submission year as entered in the <b>Submission Year</b> field on <a href="#">State Reporting &gt; Options</a> is displayed.

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

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

Or, select the individual interchange you want to create.

<b>Selected Students</b>	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.
<b>Selected Staff</b>	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: *015102-2018-11-11.15-30-22.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\_2019FALL1\_201811111420\_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.

1.



## Back Cover