TSDS PEIMS Extended 2018 Submission
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The TxEIS State Reporting application provides programs to extract the appropriate data for each collection from the TxEIS 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 PEIMS Extended Submission (Submission 4) includes program data for instructional activities between school years for special education, extended year services (ESY), student data, student flexible attendance for credit recovery, and dual-credit course completion.


**Prerequisites**

**Prerequisites:**

- Ensure that TxEIS is up to date on all PCs for all users who will be working on Submission 4.

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

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

- You can begin working on TSDS Extended data at any time; however, the school year must be over before you can extract TSDS Extended data.

- You can extract TSDS Extended data whether or not Move to Grade Reporting (MTGR) has been run; there is an option when extracting extended year data to select current year or last year.

**Checklist Overview**

**Checklist Overview:**

- [ ] Verify and update TxEIS State Reporting options.

- [ ] Clear all previous data.

- [ ] Verify data in TxEIS.
- Extract the data. Or, import data from an external file.

- Update frozen Organization data as needed.

- Update extracted Extended demo data as needed.

- Enter course completion data for dual-credit courses.

- Enter ESY data.

- Enter Flexible Attendance data.

- Run extract reports, and verify report data.

- Create the State Reporting Interchanges xml file.

### Before You Extract Data

- **Verify State Reporting options.**

  **State Reporting > Options**

  ![Options](image)

  Verify that the following is set correctly:

  **Submission Year** For the 2017-2018 school year, the field must be set to 2018.

  **NEW FOR 2018:** It is no longer necessary to enter a crisis code on the Options page in TxEIS 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.

  - **Clear data from the previous year.**
State Reporting > Utilities > Delete/Clear Tables

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

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

Organization data is manually updated and should not be deleted.
1. Select the **Extended Collection** group box heading which will select all check boxes.
2. Click **Delete**.
3. You are prompted to confirm that you want to delete the records.
Verify TxEIS Data

Verify data for each element in the TxEIS Student application. 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 complexes:

☐ 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.

☐ 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.

☐ SCHOOL-YEAR (E1093) is the identifier for the school year. It is the calendar year that identifies the spring semester of the school year.

☐ 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.

☐ DISTRICT-ID (E0212) is the district identification number registered with the TEA who is reporting the student.

☐ TX-UNIQUE-STUDENT-ID (E1523) is a unique number assigned to a student by the Texas
Education Agency.

- 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.

**Grade Reporting**

- District Master Schedule

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

**Category: Organization**  
**Interchange: EducationOrganization**  
**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 4:
SERVICE-ID Service ID (E0724) refers to the services supplied by staff (code table C022). For Submission 4, verify service IDs for all dual-credit courses completed by students during summer months. Dual-credit courses that were attempted but not completed are not reported.

Category: Organization
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.

The following elements from the SectionExtension complex type are included in Submission 4:

- 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. For Submission 4, verify course sequence for all dual-credit courses offered during summer months.

- 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.

Example: 0901-11-1-000000

- Reports

Run the following reports to help verify data in the Grade Reporting application:

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

SGR0050 lists every course in the district master schedule for the school year. Verify applicable data for each dual-credit course offered in the summer.
Grade Reporting Reports > Master Schedules > SGR0100 - Master Schedule (Grd Rpting)

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

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<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Abbrv Name</th>
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Grade Reporting > Reports > Create Grade Reporting Report

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

- Student Demographic & Enrollment Data

Registration > Maintenance > Student Enrollment > Demo1
Category: Student
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.

For Submission 4, this data is only reported for students served in the Extended School Year (ESY) services program and/or bilingual/ESL summer school.

The following elements from the StudentExtension complex type are included in Submission 4:

- **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.

- FOSTER-CARE-INDICATOR-CODE Foster Care (E1528) indicates if the student is in the conservatorship of the Department of Family and Protective Services (DFPS). For Submission 4, report the Foster Care Indicator Code for any student included in Submission 4 based on his foster care status as reported in Submission 3.

**Category: Student**  
**Interchange: StudentEnrollmentExtension**  
**Complex Type: StudentSchoolAssociationExtension**  
**Description:** Represents the campus(es) in which a student is enrolled and/or withdrawn.

For Submission 4, each student must be reported with one and only one StudentSchoolAssociationExtension for the last campus at which the student was enrolled.

The following elements from the StudentSchoolAssociationExtension complex type are included in Submission 4:

- CAMPUS-ID-OF-ENROLLMENT (E0782) is the campus where the student is enrolled and must match CAMPUS-ID. For Submission 4, this is required only for students participating in the bilingual/ESL summer school program.

- 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. For students participating in the bilingual/ESL summer school program, this should be the student’s grade level during the regular school year or the grade level in which the student would have been if he did not attend school during the regular 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 students 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

#### Category: Student
#### Interchange: StudentEnrollmentExtension
#### Complex Type: **StudentSchoolAssociationExtension**

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

For Submission 4, each student must be reported with one and only one **StudentSchoolAssociationExtension** for the last campus at which the student was enrolled.

The following elements from the **StudentSchoolAssociationExtension** complex type are included in Submission 4:

- **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).
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.

UNACCOMPANIED-YOUTH-STATUS-CODE **Uncomp 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.

**Category: Student**

**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 4:

BILINGUAL/ESL-SUMMER-SCHOOL-INDICATOR-CODE **Summer School Bil/ESL** (E1028) indicates if the student participated in the bilingual/ESL summer school program as described in TEC §29.060 and 19 TAC §89.1250. The field should be selected for every LEP student who is eligible for admission to KG or 1st grade at the beginning of the next school year and participates in the Bilingual/ESL summer school program for at least one day.

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

**Category: Student**
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 element from the StudentProgramExtension complex type is included in Submission 4:

- GIFTED-TALENTED-INDICATOR-CODE Gift/Talent (E0034) indicates if the student is participating in a state-approved gifted and talented program.

Registration > Maintenance > Student Enrollment > Generic

Category: Student
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.

For Submission 4, this data is only reported for students served in the Extended School Year (ESY) services program and/or bilingual/ESL summer school.

The following elements from the StudentExtension complex type are included in Submission 4:

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 Other Spc Pgms 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).

☐ T-STEM-INDICATOR-CODE (E1559) indicates if the student is enrolled in a Texas Science, Technology, Engineering, and Mathematics (T-STEM) Academy.

☐ 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.

• Reports

Run the following reports to help verify data in the Registration application:

Registration > Reports > Create Registration Report

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

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

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

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.

Run SRG1200 with the **Print Gifted/Talented Records** parameter set to Y and leave other program parameters blank. Review and correct data.
Registration Reports > Student > SRG1800 - Enrollment by District of Residence

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).

Extract or Import Data

- Complete the extended extract.

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

State Reporting > Extracts > Extended
Data extracted: `InterchangeStudentExtension` and `InterchangeStudentProgramExtension`.

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

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

Data Extracted - `InterchangeStudentExtension`, `InterchangeStudentProgramExtension`

- **Info**
  - Ending School Year: 2018
  - Generic Program Code for Crisis Reporting:
  - Generic Program Code for Early College High School Reporting:
  - Generic Program Code for T:STEM Academy Reporting:

- **School Year Selection**
  - Current School Year (2017-2018 Extended Collection)
  - Prior School Year (2016-2017 Extended Collection)

- **Programs and Services**
  - [ ] Extended School Year Services
  - [ ] Bilingual/ESL Summer School Program

- [Run] [Print ESY] [Print BIL/ESL]
### Info

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
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<tr>
<td>Ending School Year (Display only) The submission year, as entered in the Submission Year field on State Reporting &gt; Options, is displayed.</td>
<td></td>
</tr>
<tr>
<td>Generic Program for Crisis Reporting</td>
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<tr>
<td>Generic Program for Early College High School Reporting (Display only) The district generic program code used to track students participating in the Early College High School (ECHS) program is displayed, as entered in the Generic Program for Early College High School Reporting field on State Reporting &gt; Options.</td>
<td></td>
</tr>
<tr>
<td>Generic Program for T-STEM Academy Reporting (Display only) The district generic 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 Generic Program for T-STEM Academy Reporting field on State Reporting &gt; Options.</td>
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### School Year Selection

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<th>Description</th>
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<tr>
<td>Current School Year (xxxx-xxxx Extended Collection)</td>
<td>Select if you have not run Move to Grade Reporting. If selected, the Ending School Year on the report will display the next school year (2019).</td>
</tr>
<tr>
<td>Previous School Year (xxxx-xxxx Extended Collection)</td>
<td>Select if you have already run Move to Grade Reporting. If selected, the Ending School Year on the report will display the current school year (2018).</td>
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### Programs and Services

<table>
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<tr>
<th>Services</th>
<th>Description</th>
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<tbody>
<tr>
<td>Extended School Year Services</td>
<td>Select to extract ESY data. All existing ESY data in State Reporting is deleted. The extract sets the bilingual/ESL indicators in the State Reporting demographic record if they are set on the student record.</td>
</tr>
<tr>
<td>Bilingual/ESL Summer School Program</td>
<td>Select to extract bilingual/ESL summer school data. All bilingual/ESL summer school indicators in State Reporting are set to zero.</td>
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Click **Run** to extract the selected records. A message is displayed indicating that the extract is complete.
Correct data and rerun the extract until there are no FATAL errors.

- Or, import data from an external file.
  
  **State Reporting > Utilities > Import External File**

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

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

**All other records are skipped.**

See online Help for file layout.
**File**

Click **Browse** to select the file to import.

The first letter of the filename indicates the submission period and must be one of 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.

<table>
<thead>
<tr>
<th>Print Report</th>
<th>Click to print the PEIMS Import External File Report.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Run:</th>
<th>PEIMS Import External File Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>020-020</td>
<td>TXEIS ISD</td>
</tr>
</tbody>
</table>

Import File: E2018s1.txt

<table>
<thead>
<tr>
<th>Line Nbr</th>
<th>Record Type</th>
<th>Col(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No errors detected.

<table>
<thead>
<tr>
<th>Import Results</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Records with Errors:</td>
<td>0</td>
</tr>
<tr>
<td>Total Records Read:</td>
<td>1</td>
</tr>
<tr>
<td>Total Records Skipped:</td>
<td>1</td>
</tr>
<tr>
<td>010 Records:</td>
<td>0</td>
</tr>
<tr>
<td>020 Records:</td>
<td>0</td>
</tr>
<tr>
<td>030 Records:</td>
<td>0</td>
</tr>
<tr>
<td>032 Records:</td>
<td>0</td>
</tr>
<tr>
<td>033 Records:</td>
<td>0</td>
</tr>
</tbody>
</table>

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.

   Organization data is always maintained from the Organization maintenance pages; there is no extract.

   State Reporting > Maintenance > Organization > County District
Update data for the LocalEducationAgencyExtension complex type as needed. For Submission 4, only District ID and District Name are required.

State Reporting > Maintenance > Organization > Campus ID

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

2. Enter/update frozen data.

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

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

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

State Reporting > Maintenance > Extended > Demo

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

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

- Enter Course Completion Data for Dual-Credit Courses.
You must manually enter course completion data for dual-credit courses taken in summer.

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

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

**State Reporting > Maintenance > Extended > Course Completion**

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

<table>
<thead>
<tr>
<th>Campus ID</th>
<th>CAMPUS-ID-OF-ENROLLMENT (E0782)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Type or select the three-digit campus ID. For submission 4, this is the campus that scheduled and/or awarded the high school credit for the dual-credit course attempted by the student in the summer between school years.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class ID</th>
<th>CLASS-ID-NUMBER (E1056)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Type the 14-digit number identifying the class. The class ID can be any 14-character district-defined identifier comprised of letters and numbers that uniquely identifies a class at the employee and campus level. Spaces are not allowed. The ID is unique for each employee at the campus.</td>
</tr>
<tr>
<td></td>
<td>The first 7-11 digits are required. The length depends on the length of the course number. The ID is automatically zero-filled when you save.</td>
</tr>
<tr>
<td></td>
<td>When extracting from the master schedule, the class ID is set to the course number (4-8 digits) + 2-digit section number + 1-digit semester number + padding with zeros.</td>
</tr>
</tbody>
</table>
| **Service ID** | SERVICE-ID Service ID (E0724)  
| | PEIMS code table: C022  
| | Select the code indicating the services supplied by the employee. Service IDs that begin with SA, SE, SR, SS, 01, 8, or 9 are not reported. Service IDs for PK and KG that begin with 02 cannot be reported. Verify that all service IDs to be reported exist in code table 022 (C022) in the TEDS.  
| **Sequence** | COURSE-SEQUENCE-CODE (E0948)  
| | PEIMS code table: C135  
| | This is the order in which the course was scheduled. This should only be used if the course, or part of the course, is taught out of sequence. Leave blank if the course is not taught out of sequence.  
| **Pass/Fail** | PASS/FAIL-CREDIT-INDICATOR-CODE (E0949)  
| | PEIMS code table: C136  
| | Select the student's outcome for the course. You must enter a pass/fail indicator for each service ID reported.  
| **Dual Credit** | DUAL-CREDIT-INDICATOR-CODE (E1011)  
| | PEIMS code table: C088  
| | Select if the student is eligible to receive both high school and college credit for the course. You can select **Dual Credit** or **ATC**, but not both.  
| **OnRamps** | ONRAMPS-DUAL-ENROLLMENT-INDICATOR-CODE (E1597)  
| | **NEW for 2018!** Select if this course is an OnRamps dual enrollment course coordinated by The University of Texas at Austin. The field can only be selected for students in grade levels 9-12 (Rule 43415-0066).  
| | **Dual Credit** must also be selected for the course (Rule 43415-0037).  
| **College Credit Hrs** | COLLEGE-CREDIT-HOURS (E1081)  
| | This is the number of college hours the student earned for the completion of the dual-credit course. If a student takes a dual-credit course and does not complete the course, type 0.  
| **ATC** | ATC-INDICATOR-CODE ATC (E1058)  
| | PEIMS code table: C088  
| | For Submission 4, the field must be 0 (i.e., not selected).  
| **Course Completion** | COURSE-COMPLETION-INDICATOR (E1068)  
| | This indicates if the student finished the full sequence of instruction for the course, but does not necessarily indicate that the student met all requirements to receive credit or a grade for the course.  
| | The PASS/FAIL-CREDIT-INDICATOR-CODE field is used for COURSE-COMPLETION-INDICATOR.  
| | All students must have a Pass/Fail indicator to create the course completion record. |
TxEIS State Reporting

Begin Date  | STUDENT-BEGIN-DATE (E1069)
-------------|-------------------------------------
Type the beginning date for the student's current year class assignment. Use the MMDDYYYY format. This is the date the dual-credit course began. If a student is assigned to a class, withdraws from that class, and then returns to that class at a later date, there must be a record for each begin date.

End Date  | STUDENT-END-DATE (E1070)
-------------|-------------------------------------
Type the ending date for the student's current year class assignment. Use the MMDDYYYY format. This is the date the dual-credit course ended. If a student withdraws from a class, returns to that class, and then withdraws from class at a later date, there must be a course completion record for each of these STUDENT-END-DATEs. Whether or not a student completes a particular course section, report the STUDENT-END-DATE as the last day the student was assigned to the class. The STUDENT-END-DATE should never be greater than a student’s withdrawal date from the campus.

Click **Save**.

- **Enter ESY Data.**

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

**State Reporting > Maintenance> Extended > ESY**

![Image](image)

Update data for the `StudentESYProgramAssociationExtension` complex type as needed.

<table>
<thead>
<tr>
<th>Campus</th>
<th>CAMPUS-ID-OF-ENROLLMENT (E0782)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type or select the three-digit campus ID.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>GRADE-LEVEL-CODE (E0017)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEIMS code table: C050</td>
<td></td>
</tr>
<tr>
<td>Select the student's current grade level.</td>
<td></td>
</tr>
</tbody>
</table>
**Instr Set**

<table>
<thead>
<tr>
<th>INSTRUCTIONAL-SETTING-CODE (E0173) PEIMS code table: C035</th>
</tr>
</thead>
</table>

For Submission 4, this is the setting in which the student was served during the regular school year.

**NOTE:**

INSTRUCTIONAL-SETTING-CODE 40 (i.e., mainstream) is ineligible for ESY services state funding; the funding must come from sources other than ESY services.

INSTRUCTIONAL-SETTING-CODE for Speech Therapy is 00, regardless of whether the student is also receiving services in another instructional setting.

(Extended ESY only) Rule 42408-0003: The following instructional settings in the drop-down field are *not* eligible for extended school year services: 31, 32, 34, 40, 50, 60, 70, or 71.

**ESY Total Hrs**

<table>
<thead>
<tr>
<th>TOTAL-ESY-CONTACT-HOURS-IN-INSTR-SETTING (E1013)</th>
</tr>
</thead>
</table>

This is the total contact hours in the instructional setting provided to the student through the ESY component of special education. The instructional setting reported is the instructional setting in which the student was served during the regular school year. The field can be a maximum of four digits.

The ESY services contact hours are reported in 30 minute (i.e., .5) increments. Increments of fewer than 30 minutes are not reported.

**Local ID**

<table>
<thead>
<tr>
<th>LOCAL-STUDENT-ID (E0923)</th>
</tr>
</thead>
</table>

(Optional) Type the student's local ID number as assigned by the district. This is a nine-digit number, the first three digits of which are the campus ID followed by the student ID.

- Enter Flexible Attendance Data.

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

- 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.**

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

**Campus**

<table>
<thead>
<tr>
<th>CAMPUS-ID-OF-ENROLLMENT (E0782)</th>
</tr>
</thead>
</table>

Type or select the three-digit campus ID.

**Grade**

<table>
<thead>
<tr>
<th>GRADE-LEVEL-CODE (E0017) PEIMS code table: C050</th>
</tr>
</thead>
</table>

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

**State Reporting > Maintenance > Extended > Flex Att**

Manually add data for the `SpecialProgramsReportingPeriodAttendanceExtension` complex type as needed.

| Eligible Minutes Present | FLEX-ATTEND-TOTAL-ELIGIBLE-MINUTES-PRESENT (E1046)  
Type the total number of minutes the student was present and eligible for Foundation School Program funding during the selected reporting period.  
Report minutes in whole numbers only, rounded down to the nearest minute. The minimum is 45 minutes per reporting period. |
### Ineligible Minutes Present

**FLEX-ATTEND-TOTAL-INELIGIBLE-MINUTES-PRESENT (E1047)**

Type the number of minutes the student was present but ineligible for Foundation School Program funding during the selected reporting period, up to five digits.

Report minutes in whole numbers only, rounded down to the nearest minute. The minimum is 45 minutes per reporting period.

### PRS Days

**FLEX-ATTEND-TOTAL-PRS-DAYS-ELIGIBLE (E1048)**

Type the total number of days the female student was eligible for Compensatory Education Home Instruction (CEHI) and and/or pregnancy-related services (PRS) during the specified **Report Period**.

### Special Ed Days

**FLEX-ATTEND-TOTAL-SP-ED-MAINSTREAM-DAYS-ELIGIBLE (E1049)**

Type the total number of days the student with a special education individualized education program (IEP), which provided for the mainstream instructional arrangement/setting (Instr Set = 40), was eligible for the instructional arrangement/setting during the reporting period.

### Bilingual ESL Days

**FLEX-ATTEND-TOTAL-BILINGUAL/ESL-DAYS-ELIGIBLE Bilingual (E1050)**

Type the total number of days the student was eligible to participate in the state-approved bilingual/ESL program during the reporting period.

### G/T

**GIFTED-TALENTED-INDICATOR-CODE (E0034)**

Select if the student is participating in a state-approved gifted and talented program.

### Primary Disability

**PRIMARY-DISABILITY-CODE (E0041)**

PEIMS code table: C053

Click ... to select the code indicating the student's primary disability as recorded in the student's Individualized Education Program (IEP).

Rule 41163-0003: At least one disability must be selected for a special education student.

### Multiply Disability

**MULTIPLY-DISABLED-INDICATOR-CODE (E0882)**

PEIMS code table: C088

Select if the student was designated by the Admission, Review, and Dismissal (ARD) committee as multiply disabled during the reporting period.

### LEP

**LEP-INDICATOR-CODE (E0790)**

PEIMS code table: C061

Select if the student has been identified as limited English proficient during the reporting period.

### Local ID

**LOCAL-STUDENT-ID (E0923)**

(Optional) Type the student's local ID number as assigned by the district. This is a nine-digit number, the first three digits of which are the campus ID followed by the student ID.
Manually add data for the `SpecialProgramsReportingPeriodAttendanceExtension` complex type as needed for special education students.

<table>
<thead>
<tr>
<th>Instructional Setting</th>
<th>INSTRUCTIONAL-SETTING-CODE (E0173)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PEIMS code table: C035</td>
</tr>
</tbody>
</table>

Select the instructional setting used to provide instruction to the student.

(Extended ESY only) Rule 42408-0003: The following instructional settings in the drop-down field are not eligible for extended school year services: 31, 32, 34, 40, 50, 60, 70, or 71.

<table>
<thead>
<tr>
<th>Eligible Days</th>
<th>FLEX-ATTEND-DAYS-ELIGIBLE-IN-INSTR-SETTING (E1051)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Type the total number of school days the student was eligible for a particular special education instructional setting that was eligible for Foundation School Program funding during the reporting period.</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Excess Minutes</th>
<th>FLEX-ATTEND-EXCESS-MINUTES-IN-INSTR-SETTING E1052)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Type the number of minutes above the allowable 360-minute daily limit of combined Career &amp; Technical Education (CTE), special education, and related services in the designated instructional setting the student was served during the selected reporting period.</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

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

State Reporting > Maintenance > Extended > Flex Att CTE
Manually add data for the `SpecialProgramsReportingPeriodAttendanceExtension` complex type as needed for CTE students.

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

3. Run extract reports.

   **State Reporting > Reports > Extended**

Once you have completed the extract, run the reports and review the data for accuracy. If necessary, correct the data and rerun the reports.
Run each extended submission report, and verify that data is accurate. Print the final reports for your records.


**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.

You must submit the created interchanges in the following order:

1. *Education Organization*
2. *Master Schedule*
3. *Student*
4. *Student Enrollment*
5. *Staff Association*
6. *Student Attendance*
7. *Student Transcript*
8. *Student Program*

**Collection: Exyr1 - First Submission**

**Ending School Year: 2018**

**Extended Collection**
- All Extended Interchanges
- Education Organization Interchange
- Student Interchange
- Student Enrollment Interchange
- Student Program Interchange
- Master Schedule Interchange
- Student Attendance Interchange
- Student Transcript Interchange

**Selected Students:**

**Collection**
Select the submission period.

For example, select *Exyr1* if this is the first summer submission. If you are resubmitting summer data, select *Exyr2*.

**Ending School Year**
(Display only) The submission year, as entered in the **Submission Year** field on **State Reporting > Options**, is displayed.
The interchanges are listed according to the **Collection** field.

- Select **All Collection Interchanges** (e.g., **All Extended Interchanges**) to create all interchanges for the selected collection period.
- Or, select the individual interchange you want to create.

| **Selected Students** | The field is enabled if you selected all interchanges or a student-related interchange. Type or click ▼... 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. |

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

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

Example: 015102-2018-08-01.15-30-22.TSDS

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

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

Example:
015116_000_2018EXYR1_201803201420_InterchangeStudentProgramExtension.xml
Back Cover