Preparing for PEIMS Business Submissions

TSDS PEIMS Fall Submission 2023

Presented by ESC, Region 14
October, 2023

Organization
Shared Services Arrangement
Finance Budget
Staff

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

For a complete list of **extract rules** and **edits (Fatal, Special & Warnings)** for 2023-2024, see https://tealprod.tea.state.tx.us/TWEDS

Complete the following steps in preparation for **PEIMS** submissions required during the school year.

_____1. Build a **Fall PEIMS 2023-2024 Folder** to save reports and backups in

★ **Finance – File ID C** ★

_____2. Enter all **Budget Amendments** approved on or before the **"As-Of" Date, October 27, 2023.**

_____3. Object Code 6491 – All Statutory Public Notices Verify account code 199-41-6491 was added to your chart of accounts and contains a budgeted amount.

_____4. Review **Business related Data Standard changes:**

C147 – PROGRAM-INTENT-CODE

Data Element Id	Data Element Name	XML Name	Complex Type	ODS Coll	Data Coll	Submission
E0320	PROGRAM-INTENT-CODE	TX-ProgramIntentCode	BudgetExtension ContractedInstructionalStaffFTEExtension PayrollExtension ActualExtension	FALL(1) MDYR(2)	PEIMS	Fall Mid-Year

Version	Code	Value Before	Value After	Action
2024.1.0	32	Pre-Kindergarten		Deleted
2024.1.0	34	Pre-Kindergarten – Compensatory Education		Deleted
2024.1.0	35	Pre-Kindergarten – Bilingual Education		Deleted
2024.1.0	37	Dyslexia or Related Disorder Services	Dyslexia – Regular Education	Revised
2024.1.0	38	College, Career, or Military Readiness	College, Career, And Military Readiness	Revised

C159 – OBJECT-CODE

Data Element Id	Data Element Name	XML Name	Complex Type	ODS Coll	Data Coll	Submission
E0318	OBJECT-CODE	TX-ObjectCode	BudgetExtension PayrollExtension ActualExtension	FALL(1) MDYR(2)	PEIMS	Fall Mid-Year

Version	Code	Value Before	Value After	Action
2024.1.0	6147		Pension Expense Payroll Eligible: Y Actual Eligible: Y	Added
2024.1.0	6269	Rentals-Operating Leases	Rentals - Short Term And Non-Capitalized Leases	Revised
2024.1.0	6512	Capital Lease Principal	Right To Use Lease Liability - Principal	Revised
2024.1.0	6514		Subscription-Based Information Technology Arrangements (SBITA) – Principal Actual Eligible: Y	Added

2024.1.0	6522	**Capital Lease** Interest		Interest On Right To Use Leases			Revised
2024.1.0	6526			Interest On Subscription-Based Information Technology Arrangements (SBITA) Actual Eligible: Y			Added
2024.1.0	6651	**Capital Lease Of** Buildings		Right To Use Lease - Buildings			Revised
2024.1.0	6658			Subscription-Based Information Technology Arrangements (SBITA) Assets Actual Eligible: Y			Added
2024.1.0	6659	**Capital Lease Of** Furniture, Equipment, and Software		Right To Use Lease Assets - Furniture And Equipment			Revised
2024.1.0	7913	Proceeds From **Capital Leases**		Proceeds From **Right To Use Leased Assets**			Revised

C207 – PK-TEACHER-REQUIREMENT

Data Element Id	Data Element Name	XML Name	Complex Type		ODS Coll	Data Coll	Submission
E1581	PK-TEACHER-REQUIREMENT	TX-PKTeacherRequirement	StaffExtension		TSDS	ECDS	ECDS-PK
Version	**Code**	**Value Before**		**Value After**			**Action**
2024.2.1	02	At least eight years' experience of teaching in a nationally accredited child care program					Deleted
2024.2.1	04	A graduate or undergraduate degree in early childhood education or early childhood special education					Deleted
2024.2.1	Subheading above code 01			For teachers in a LEA-provided Prekindergarten Classroom:			Added
2024.2.1	07			An associate or baccalaureate degree in early childhood education or a related field			Added
2024.2.1	08			At least eight years' experience of teaching in a nationally accredited child care program or Texas Rising Star Program			Added
2024.2.1	Subheading above code 09			For teachers in a Prekindergarten Classroom provided by an entity with which a school district contracts to provide a Prekindergarten program (29.167 (b-1))			Added
2024.2.1	09			Contract Entity - At least two years' experience of teaching in a nationally accredited child care program or Texas Rising Star Program and a Child Development Associate (CDA) credential or another early childhood education credential approved by the agency			Added

2024.2.1	10			Contract Entity - At least two years' experience of teaching in a nationally accredited child care program or Texas Rising Star Program and a certification offered through a training center accredited by Association Montessori Internationale or through the Montessori Accreditation Council for Teacher Education			Added
2024.2.1	11			Contract Entity - Been employed as a prekindergarten teacher in a school district that has ensured specific prekindergarten professional development requirements have been met			Added
2024.2.1	12			Contract Entity - An associate or baccalaureate degree in early childhood or a related field			Added
2024.2.1	13			Contract Entity - At least eight years' experience of teaching in a nationally accredited child care program or Texas Rising Star Program			Added

⭐ **PERSONNEL** ⭐

_____**5.** Ensure **All Employees & Long Term Substitutes,** that are considered the **Teacher of Record,** have **Unique IDs. See Unique ID Document.**

_____**6.** Verify that terminated employees, including Student Workers, have **Termination Dates and Reason** on the **Personnel > Maintenance > Employment Info tab.**

_____**7.** Check the **School Year** for **PEIMS** in **Personnel > Tables > District HR Options.**

⭐ **State Reporting** ⭐

_____**8. Update TSDS Options.** Complete the following from **State Reporting > Options**

- Submission Year: **2024**
- Fall snapshot date/As–of Date: **10-27-2023**
- **School Start Window: 09-29-2023**
- **Generic Program Codes** used to track participation in various programs will be completed by the Student PEIMS Coordinator.
- **Save**

_____**9. Delete/Clear Tables.** From **State Reporting > Utilities > Delete/Clear Tables.** This utility, which is typically only run at the beginning of a new submission, allows you to delete existing data from the State Reporting tables. Do not make selections for any student related records. Student PEIMS representatives will complete the deletions they need.

- **Options** and **Organization Data** areas, **no boxes** should be selected.

- **Fall Collection:** select only the following:
  - Under the **Finance Data** select **Budget.**
  - Under the **Staff Data** select
    - ➢ **Demo & Payroll**
    - ➢ **Responsibilities.**
    - ➢ **Contracted Staff (Staff Type 2 is optional. See page 11 for more information).** We suggest not to delete if your Contracted staff will be the same as last year.
- **Mid-Year Collection:**
  - Under the **Finance Data** select **Actual and SSA Actual.**
- **Summer Collection:** no boxes should be selected**.**
- **Extended Collection:**
  - Under the **Staff Data** select **Demo** and **Responsibilities**.

Click the **Delete** button. You will get a pop-up to show the Selected Records will be permanently deleted. Click OK. This will **Delete Finance** and **Staff records** and any other **Records you selected**.

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
  ☐ Census Block

☐ **Midyear Collection**

☐ Organization Data   ☑ Finance Data
  ☐ Prior Campus ☐ Prior SSA   ☑ Actual ☑ SSA Actual

☐ **Summer Collection**

☐ **Classroom Link Data**
  ☐ Course Section

☐ **Student Data**
  ☐ Demo, Attendance, Course Completion, Discipline, Sp Ed Restraint & Title 1
  ☐ Flexible Attendance
  ☐ Special Ed Flexible Attendance
  ☐ CTE Flexible Attendance
  ☐ Special Education
  ☐ Industry Certifications

☐ **Extended Collection**

☐ **Staff Data**
  ☑ Demo ☑ Responsibilities

☐ **Student Data**
  ☐ Demo, ESY
  ☐ Course Completion
  ☐ CTE Flexible Attendance
  ☐ Flexible Attendance
  ☐ Special Ed Flexible Attendance
  ☐ ADSY Basic Attendance
  ☐ ADSY Special Ed Attendance

_____**10. Verify Organization data.** From **State Reporting > Maintenance > Organization**, review each tab for accuracy.

- On the **County District tab**: Verify information is correct. Contact your Student PEIMS Coordinator to complete the District Wide Gifted and Talented and the CTE Programs of Study.
  - **ASVAB:** Select the code indicating if the district or open-enrollment charter school provides students in grade levels 10-12 an opportunity to take the Armed Services Vocational Aptitude Battery (ASVAB) test or a comparable substitute. This field is not displayed prior to 2018-2019.
  - **Family Engagement Plan Link** - Type the website address used by the LEA to provide its Family Engagement Plan. (E1583) (S3)

TEA Commissioner's Rule

TEC §102.1003 (f)

A school district or an open-enrollment charter school shall develop, implement, and make available on the district, charter, or campus website a family engagement plan to assist the district in achieving and maintaining high levels of family involvement and positive family attitudes toward education. An effective family engagement plan creates a foundation for the collaboration of mutual partners, embraces the individuality and uniqueness of families, and promotes a culture of learning that is child centered, age appropriate, and family driven.

PLUS

Definitions

Components & Strategies

- **Campus ID/Prior Year Campuses tabs:** Verify information and edit as needed. Type the campus name registered with the TEA.

  - **Verify Campus Enrollment Types:** Select the method by which the campus draws student enrollment. (PEIMS code table: C219)
  For Explanation go to**: https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting/campus-enrollment-type-faq**

  - **NSLP:** This code indicates the National School Lunch Program (NSLP) participation status of the campus. (PEIMS code table: C212). This information is not extracted and can only be entered on this tab.
    - 00 – No, not participating in NSLP
    - 01 – Yes, participating in NSLP without using any provision or the Community Eligibility Program (including the Seamless Summer Option (SSO)
    - 02 – Yes, participating in NSLP under Provision 2 (including the Seamless Summer Option (SSO)
    - 03 – Yes, participating in NSLP under the Community Eligibility Program

    Note 1: Any new campuses must have been added to ASKTED to be accepted by PEIMS.
    Note 2: Complete Campus ID tab for Fall PEIMS Reporting. Complete Prior Year Campuses to report Mid-Year data.

  - **PK Waiver:** This field is selected only if the campus received an exemption from offering a full-day PK program. This should be completed by your PEIMS Coordinator

  - **Bullying/Cyberbullying Incidents:** This data will be completed by your Student PEIMS Coordinator/Staff

Save		Retrieve

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

Complex Type - School

| Del	Campus	Campus Name	Campus Enrollment Type	NSLP	PK Waiver	Bullying Incidents	Cyberbullying Incidents
🗑	001	ANYTOWN HIGH SCHOOL	02 Zoned Enrollment - Transfers Accepted ⌄	01 ⌄	☐	00000	00000

Rows: 1

⊕ Add

- **Shared Service Arrangement/Prior Year SSA tabs:** Add, delete or modify as needed.
  - Shared Services Type: Click on the ellipsis button ⋮ and select the program or service provided by the SSA. (PEIMS code table: C049)
  - The Fiscal Agent District ID: Enter the Fiscal Agent of the SSA.
  - Be careful to identify with your fiscal agent which services are rendered as part of a SSA and which are simply contracted services.

Note: Complete the Shared Service Arrangement tab for Fall PEIMS Reporting. Complete Prior Year SSA to report Mid-Year data.
Example only below. Your numbers for the Shared Services Type may be different.

Save		Retrieve

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

Complex Type - SSAOrgAssociationExtension

Delete	Shared Services Type	Fiscal Agent District ID
🗑	02 ⋮	221-950
🗑	06 ⋮	221-950
🗑	07 ⋮	221-950
🗑	09 ⋮	221-950
🗑	10 ⋮	221-901
🗑	11 ⋮	127-906
🗑	15 ⋮	221-950
🗑	25 ⋮	177-902

Rows: 8

⊕ Add

- **Contracted Instructional Staff tab:** Used for <u>Professional Volunteers</u> and <u>Contracted Instructional</u> Staff. Add, delete or modify as needed.
    - Campus ID
    - Program Intent Code: Click on the ellipsis button ⁝ and select the code indicating the particular set of students for whom the cost of instruction and other services are directed.
    - Total-Contracted-Instr-Staff. Type the measurement of the portion of FTEs associated with the Campus and Program Intent Code designated. When calculating contracted instructional staff FTEs, the following items must be considered:
        1. The percent of the day worked (number of hours worked divided by the number of work hours in the standard day),
        2. The percent of days per week worked (number of days worked divided by 5), and
        3. The percentage of weeks worked (the number of weeks worked divided by the number of weeks in the work year).

    For example, Mrs. Jones is hired on a contracted instructional staff basis to teach the tuba to three tuba players. Her contract specifies that she will work two hours each Monday and each Friday for the entire school year. Her FTE is 0.25 (two hours worked divided by the eight-hour work day in the district) multiplied by 0.40 (two days divided by five days) multiplied by 1.0 (36 weeks worked divided by the 36-week instructional year), for a reported FTE of 0.10.
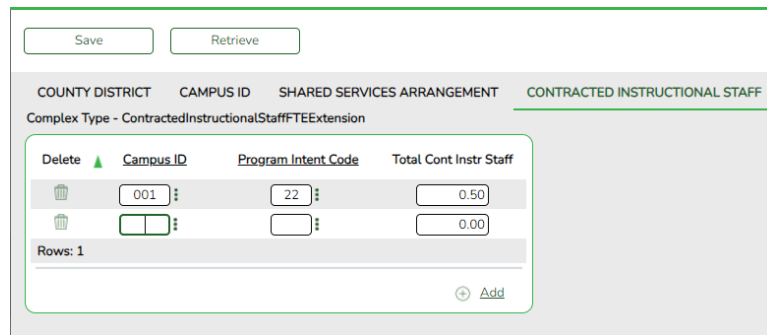
- All Contracted Staff must also be listed in **District Administration > Maintenance > Non-Employee.**
- Complete the following fields:

o **First, Middle and Last name.** o **Job Code field:** select a job code from the list o **SSN** o **Unique Staff ID** (if available) o **Sex** o **Date of Birth** o **Ethnicity** o **Race**	o **Days Employed** o **Total Years** o **Percent of Day:** type the percentage of each standard work day for which the non-employee is hired to work. For example, if the non-employee works half-time, type .50. If he works full-time, type 100. o **Highest Degree**

o **Note: A non-employee cannot have the same social security number and Texas Unique Staff ID as an active employee in Human Resources.**

★ **Personnel / Payroll** ★

Personnel > Maintenance > Employment Info

_____**11. Percent-Day-Employed:** Percent Day Employed is the percentage of a standard district work day for which the employee is hired to work. A User Created report is a great way to verify the information.

Example: The standard work day for the district is 7 hours. An employee is hired to work for 4 hours per day. 4/7 = .571, which is rounded down. So the Percent Day Employed would be 57%.

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.

12. **Auxiliary Role ID** This must be reported for all employees who serve in a **Non-Professional** or **Non-Paraprofessional role.**

- Assign **Auxiliary Role ID** in **Personnel > Maintenance > Employment Info Tab**
- You will **NOT** need to report a Responsibility Record.
- Auxiliary Role ID codes are listed in TEDS Code Table **C213**.
- These employees should be paid with Object Code 6129
- Auxiliary Role ID's should begin with 2.
- Begin Date is the first day the auxiliary staff was assigned this role. It will not will up each year, but will change only if the employee changes roles.
- End Date is the day after the staff member's last working day in the role (the first day they are no longer employed in that role.)
- **Note: Begin and End Dates will not be collected for the official 2023-2024 submission, but a Begin Date is required to make the Auxiliary Role ID save on the screen. This will be collected in the new submission – by parallel districts this year and by all next year.**

_____**13. Role ID – Responsibility Records.** This must be reported for all employees who serve in a **Professional** or **Paraprofessional (Classroom Aide) role** and will require additional information. Most Role IDs and Service IDs will come from the Master Schedule but for those that do not, Role IDs and Service IDs must be **built in Personnel** so they remain year after year. Communicate with your PEIMS Coordinator to obtain unknown data such as pop(ulation) served or number of students and to confirm the records you created.

Note 1: You can copy existing responsibility records from last year to 2023-2024 from Personnel > Utilities > Mass Update, Responsibility tab.

Note 2: There will be no way to add these to State Reporting next year, so it is important to build them in Personnel this year as this will become the only way to report in the future.

Personnel > Maintenance > Staff Demo > Responsibility tab

- o **Professional or Paraprofessional role (Classroom Aide).**
    - ▪ Campus
    - ▪ Role ID - Role ID's should begin with 0 or 1.
    - ▪ Service ID
    - ▪ Pop Served
    - ▪ # of Students if applicable. Classroom Aides will show 000 students.
    - ▪ Professional staff are paid with Object Code 6119; Paraprofessional staff are paid with Object Code 6129
- o **Multiple records** are required for persons who perform duties on more than one campus, assume more than one role, and/or perform more than one type of service. If **no staff responsibility record is reported**, the assumption is made that the person is an auxiliary staff member

Examples of staff requiring a Responsibility Record in Personnel includes, but is not limited to:

*Superintendent	**Directors in the Areas of:**
*Principals	*Bus Driver
*Assistant Principals	*Maintenance
*Counselors	*Custodian
*Business Manager (if professional)	*Technology
*DAEP teachers	*Cafeteria
*Teacher Aides	
*Librarians (certified or aides)	**Pullout Program Teachers:**
*Diagnosticians	*RTI
*Nurses (LVN and RN)	*Dyslexia
	*Content Mastery
	*Special Ed pull out
	*G/T

Counselors

Texas Senate Bill (SB) 490 requires that monthly minutes be reported for all counselors. You will report the monthly minutes that the employee is serving as a counselor in any capacity.

Example: A full-time employee serving as a counselor for 100% of the day would be reported with 9600 minutes.

Note: A chart with common Non-classroom responsibility info is shown at the end of this document.

Hourly Employees (Pay Type 3)

Estimated annual salary and account code information for hourly employees are extracted from **Payroll > Maintenance > Staff Job/Pay Data > Job Info & Distributions tabs.**

_____**14. Number of Days Employed.** This is the actual number of at-work days within the school year that the person is scheduled to work in the district. This should be estimated for hourly staff.

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

_____15. Employee Highest Degree, Years of Service

Personnel > Maintenance > Employment Info

Highest Degree is required on all employees. Years of service are reported on **professional staff only**. Years should reflect the number of years completed as of September 1 of the school year and would, therefore, **not** include the current school year.

_____**16. Prior Year Teaching** is required on all teachers eligible for the Teacher Incentive Allotment (TIA.) The number of years should reflect the number of years of experience teaching in a classroom. For many, this will match the Total Years of Experience, however, it is possible for them to not match if the teacher ever had professional experience in a role other than classroom teacher such as principal.

In addition, you will check the **Creditable Year of Service** box if the teacher will work enough this year to earn a year of service (at least 90 FTE days or a full semester.)

_____**17. Verify Prekindergarten teachers have correct credentials in Personnel.** House Bill 3 (HB3) made a variety of adjustments to eligibility for funding for prekindergarten programs and **requires Local Education Agencies (LEAs) to operate a full-day prekindergarten program** for children who are at least four years of age. The latest version of TEDS added Codes to the C207 table for defining teaching specialization credentials (see step 4 for more details.)

In ASCENDER, begin by verifying the Credentials table includes the necessary info.

- For each credential associated with Prekindergarten/early childhood education, select one of the additional qualifications in which a prekindergarten teacher must be certified per the Texas Education Data Standards (TEDS).
  The following codes are found in the **PEIMS TEDS C207** code table:
  https://tealprod.tea.state.tx.us/TWEDS/103/0/0/0/CodeTable/List/15911

Code Table Id	Name	XML Name	Date Issued	Date Updated
C207	PK-TEACHER-REQUIREMENT	TX-PKTeacherRequirement	03/01/2016	9/1/2023

Code	Translation
	For teachers in a LEA-provided Prekindergarten Classroom
01	Certification offered through a training center accredited by Association Montesorri Internationale or through the Montessori Accreditation Council for Teacher Education
03	Be employed as a prekindergarten teacher in a school district that has ensured specific prekindergarten professional development has been met.
05	A Child Development Associate (CDA) credential
06	Documented completion of the Texas School Ready Training Program (TSR Comprehensive)
07	An associate or baccalaureate degree in early childhood education or a related field
08	At least eight years' experience of teaching in a nationally accredited child care program or Texas Rising Star Program
	For teachers in a Prekindergarten Classroom provided by an entity with which a school district contracts to provide a Prekindergarten program (29.167 (b-1))
09	Contract Entity - At least two years' experience of teaching in a nationally accredited child care program or Texas Rising Star Program and a Child Development Associate (CDA) credential or another early childhood education credential approved by the agency
10	Contract Entity - At least two years' experience of teaching in a nationally accredited child care program or Texas Rising Star Program and a certification offered through a training center accredited by Association Montessori Internationale or through the Montessori Accreditation Council for Teacher Education
11	Contract Entity - Been employed as a prekindergarten teacher in a school district that has ensured specific prekindergarten professional development requirements have been met
12	Contract Entity - An associate or baccalaureate degree in early childhood or a related field
13	Contract Entity - At least eight years' experience of teaching in a nationally accredited child care program or Texas Rising Star Program

Personnel >Tables > Credentials > Teaching Specialization tab

- It may be necessary to build additional Teaching Specialization codes if district has multiple PK teachers with different Specializations.
- Review existing Specialization for accuracy. These changed this year!

The next step is to assign those specializations to all PK teachers. **(Note: this is reported in Class Roster submissions, but you can prepare that info now.)**

Personnel > Maintenance > Staff Demo > Credentials tab

- **Under Certification:**
  - Specialty Area - select the general area or level covered by the certificate
  - Teaching Specialization - select the teaching specialty covered by the certificate.

_____18. **Verify TIA eligible teachers have correct Designation in Personnel.** TEACHER-INCENTIVE-ALLOTMENT-DESIGNATION-CODE indicates a teacher (ROLE-ID 087) is an Active National Board Certified Teacher, holds a current designation (Recognized, Exemplary, or Master) and/or has been submitted by an LEA for a new or change of designation in the Teacher Incentive Allotment.

Personnel > Maintenance > Staff Demo > Credentials tab

_____**19. Run Report for Verifying Data:**

Personnel > Reports > Payroll Information Reports>HRS6350 -Employee Responsibility Data

Date Run: 10-10-2023 2:59 PM   Employee Responsibility Data   Program: HRS6350
Cnty Dist: 076-903   ANYTOWN ISD   Page: 1 of   6
    Frequency: 6

Employee: CLOONEY JR, GEORGE R
Employee Nbr: 000464

Sex: M   Career Ladder Level: 0   Tot.Yrs Exp: 27   Highest Degree: 3 - Doctorate   Yrs.Exp Dist: 00

Campus Name	Role ID	Service ID	Title or Grade Level	Pop Srvd	Nbr Stu	Class ID	Class Type	Monthly Minutes	ESC / SSA	Job Code
PE Info:		Days Wk 1	Min Wk 1	Days Wk 2	Min Wk 2	Days Wk 3	Min Wk 3	Days Wk 4	Min Wk 4	
701 - ANYTOWN ADMINISTRATION	027	SS013000	GNRAL ADMI - NONE	01						

Use the User Created Rpt to Verify:

- First Name
- Last Name
- % Assigned
- Acct Codes

- Contract total
- Job Code
- # Days Emp
- Any other data elements desired.

Payroll > Reports > User Created Reports

Additional Resources and Reminders

- **Coding Chart for Substitute and Absent Regular Staff (TEDS Section 2.3)**

Example(s)

Chart A: Coding for Substitute and Absent Regular Staff

Type of Staff	See Example	Example	Report on the StaffResponsibilitiesExtension Complex Type		
			Role	Service	Students
Substitute	5a	Typical type of substitute: hired on a daily basis to substitute teach but is not on the regular district payroll.	Is not reported through PEIMS.	Is not reported through PEIMS.	
	5b	"Floating Substitute" Professional district employee who is hired on a **long-term basis** to substitute as needed in whatever classroom falls vacant on a given day due to a teacher calling in sick or taking a personal leave day.	047	SR000007	0
	5c	Substitute for classroom staff **not returning** to classroom. Teaching position has become vacant through death, resignation or termination.	047	Appropriate service id for the class	Number of students
Classroom staff out on the "as-of-date"	5d	Classroom staff **still** on the district payroll who are out on a sabbatical, a suspension, or for an extended illness and whose classroom duties **have been permanently reassigned.**	Appropriate role	SR000007	0
Classroom staff that will be returning to the classroom	5e	Classroom staff on sick leave, pregnancy or family medical emergency leave whose duties are **temporarily assigned** to a substitute. The substitute is not reported.	Appropriate role	Appropriate service for class	Number of students

The typical type of substitute teacher where a person is hired on a daily basis to substitute teach but is not on the regular district payroll is not reported through PEIMS.

- **For the FALL submission, an employee's name should be reported as of PEIMS Fall snapshot date (for 2023-2024 October 27, 2023).**
  Example: If Jane Smith got married on November 1, (after the Fall Snapshot date) and is now Jane Jones, you will report her last name as Smith, as it was on the Fall Snapshot date.
- LEAs should report all programs of study that are offered to their students.
- **Paraprofessional staff** includes educational aides and certified interpreters. Paraprofessionals (Role ID 033) who serve Special Education students (Pop Served Code 06) must report certification status. Begin/End Dates will only be reported by parallel districts in the new submission this year, but will be reported by everyone in 2024-2025.

Personnel > Maintenance > Employment Info

Additional guidance on Begin and End Dates can be found at:
https://www.texasstudentdatasystem.org/sites/texasstudentdatasystem.org/files/2023-2024-addendum-upgrade-begin-and-end-date-definitions.pdf

RESPONSIBILITES

Blue is the Professional – requires Role ID

Green is the Auxiliary – requires an Auxiliary Role ID

Job Duties	Role ID	Service ID	Pop Served	Object Code	Function
Non-Classroom Responsibilities - Professional and Auxiliary staff		**Monthly Minutes, Class ID, Class Type, and Student Count NOT Required**			
Superintendent	027	SS013000	01	6119	41
Asst. Superintendent	004	SS013000	01	6119	12,13,21,31-61,81
Instructional Administration / District Instructional Program Director	012	SS001000	01	6119	12,13,21,31
Principal	020	SS003000	01	6119	23
Assistant Principal	003	SS003000	01	6119	23
Business Manager/CFO	043	SS013000	01	6119	41
Business Services *Professional (including but not limited to Accounting, Budget, Professional Payroll staff)*	112	SS013000	01	6119	
Business / Finance - (Accounting clerk, Accounts Payable Clerk, Payroll Clerk, Purchasing Clerk)	201			6129	
Campus Office /Clerical (Receptionist, Secretary, Certification Specialist, Bookkeeper, Data Clerk, PEIMS Data Clerk, Registrar)	202			6129	
Central Office /Clerical (Receptionist, Secretary)	203			6129	
Counselor *If ROLE-ID is "008", then the following must be blank: CLASS-ID-NUMBER, NUMBER-STUDENTS-IN-CLASS, and CLASS-TYPE-CODE.* *30090-0104 New rule: If ROLE-ID is "008", then MONTHLY-MINUTES must not be blank.*	008	SS007000	01	6119	31
Director of Human Resources	045	SS013000	01	6119	41
Human Resources (Certification Specialist, Human Resources Specialist)	205			6129	
District Registrar	055	SS013000	01	6119	23, 41
Campus Registrar	055	SS003000	01	6119	23
PEIMS Coordinator	106	SS025000	01	6119	
Nurse (RN,LVN) – Health Svc	022	SS009000	01	6119	33
Librarian	013	SS002000	01	6119	12
Truant Officer	030	SS020000	01	6119	32
Security (*Including but not limited to Chief of Police, Investigators, Police Officers*)	105	SS021000	01	6119	52
Safety/Security	220			6129	
Food Service/Cafeteria (*Including but not limited to Dietician*)	107	SS012000	01	6119	35
Child Nutrition	204			6129	
Athletics (Other than Athletic Director)	109	SS011000	01	6119	36
Athletic Director	040	SS011000	01	6119	36
Athletic Trainer	056	SS011000	01	6119	36
Custodial	110	SS014000	01	6119	51
Custodial	213			6129	51

	Role ID	Monthly Minutes, Class ID, Class Type, and Student Count Required	Population Served	Classroom Position	Function
Maintenance	111	SS014000	01	6119	51
Plumber	215			6129	51
Painter	216			6129	51
HVAC	217			6129	51
Electrician	218			6129	51
Warehouse	219			6129	51
Transportation – to and from school only	108	SS010000	01	6119	34
Transportation	221			6129	34
District / Campus Technology Professional (*Including but not limited to Programmer/Analyst, Network Specialist, Database Administrator, PEIMS Coordinator, Other*)	106	SS025000	01	6119	
Campus Technology Specialist	207			6129	
Information Technology (Computer Tech, District PEIMS Data Coordinator, Help Desk Tech, Telecommunication Tech)	206			6129	
Department Head / Chair	054	SS006000	01	6119	13, 21
Other District Exempt Professional Auxiliary – Assign this role to district staff who are professional-level, non-instructional staff who cannot be classified in any other role regardless of where assigned. Physical work location is not a determining factor.	113			6119	
Other Non-Exempt Auxiliary (Volunteers)	222			6129	

Classroom Professional	Role ID	Monthly Minutes, Class ID, Class Type, and Student Count Required	Population Served	Classroom Position	Function
Occupational Therapist	016	SE000001S	06	02	11
Speech Pathologist/Therapist	026	SE000002	06	02	11
Teacher	087	Course Service ID	*	**	11
Teacher (Self-Paced/Online Classroom)	087	SR000005	*	02	11
DAEP Teacher of Record	087	Course Service ID	*	02	11
Long Term Substitute	047	Course Service ID	*	**	11
***WBL Site Coordinator	032	12701300 and/or 12701400	05	01	11
Certified Interpreter	036	SA000004	06		11
Head Coach	087	Course Service ID	01	01	11

Classroom Para-Professional OR Professional	Role ID	Monthly Minutes, Class ID, Class Type, and 000 Student Count Required	Population Served	Class – Room Position	Function
PK Classroom Aide	033	SA000003	01	05	
Regular Ed Classroom Aide	033	SA000003	01	01	11
Spec Ed Classroom Aide	033	SA000003	06	**	11
Pull Out Teacher	087	Course Service ID	*	**	11
Floating Sub/Permanent Sub	047	SR000007	01	01	11
Assistant Coaches	087	Course Service ID	01	01	11
Discipline Management/Disc Setting/ISS	087	SR000001	01	02	11
DAEP Not Teacher of Record	087	SR000001	01	02	11

* Based on population of class (C030 Table)
** Based on type of classroom (C179 Table)

*** WBL Site Coordinator will have 090 for classes (Role 087 or 047) + 090 for Site Visits (Role 032)
X Based on Department - Refer to C022 Table