

Fall PEIMS Business Extract For TSDS Submissions



**Presented by ESC, Region 14
October, 2023**

**Organization
Shared Services Arrangement
Finance Budget
Staff**

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Before Starting

Complete the Preparing for PEIMS Business Submission document.

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- 2. Extract Budget Data from Extracts > Fall > Finance Budget.**
- 3. Compare Funds 199, 240, and 599 for Accuracy in Finance and TSDS.**

Extract Staff Information

- 4. Coordinate with the Student PEIMS Coordinator to complete the Staff Data/Responsibility Extract.**
- 5. Review data for accuracy and correct as needed.**

Create TSDS Interchanges

- 6. Create the TSDS Interchanges to Run Through TSDS PEIMS**

Proceed to TSDS Training Documents

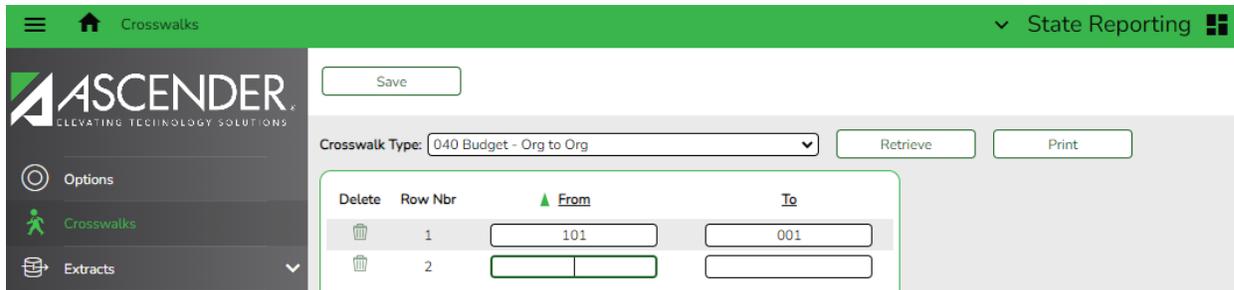
- 7. Login to TSDS PEIMS through Teal and follow the TSDS document.**

- 1. Create Crosswalks if necessary.** This step will not be needed by all districts. However, if needed, from **State Reporting > Crosswalks** choose the desired crosswalk from the Crosswalk Table drop down, and Retrieve. Enter desired crosswalk data and Save.

Example 1: The district changed from having an Elementary and High School to be a single campus:

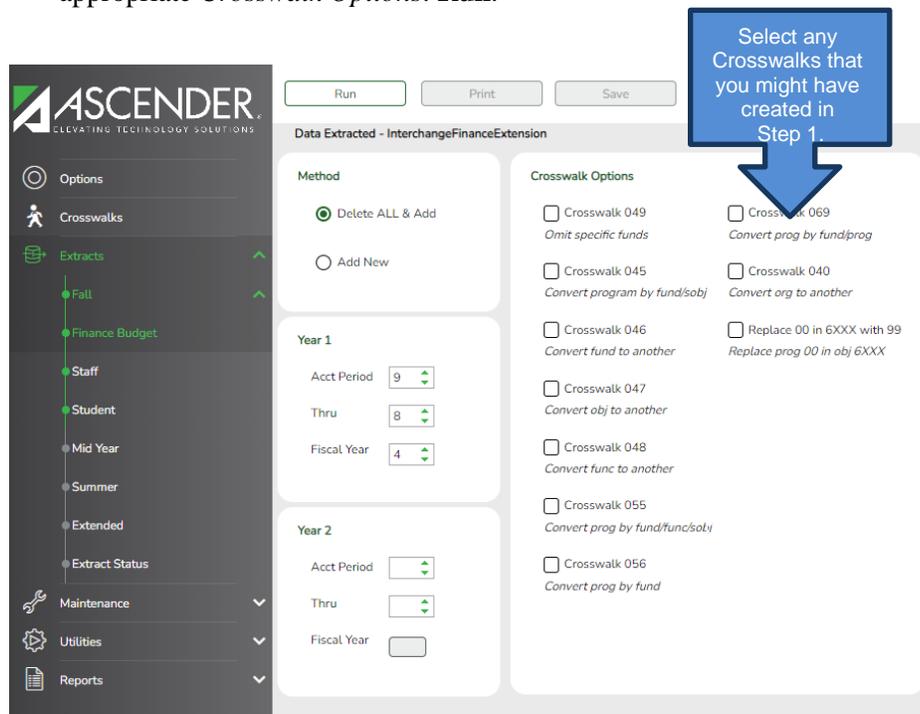
Select 040 Budget – Org to Org - From 101 To 001 – click SAVE.

This will move any budgets with an org code 101 to 001. If an account with org 001 already exists, the budgeted amount is added to the existing code for reporting.



- 2. Extract Budget data from Extracts > Fall > Finance Budget.**

- In the Method box, select **Delete ALL & Add**.
- Populate the **Year 1** fields as shown below. If you created a crosswalk, check the appropriate *Crosswalk Options*. **Run**.



After extract has completed a message is displayed indicating the Extract is complete.

- Click **Print** to view extract results.
- Click **Save** to write records to State Reporting.
- Note message at bottom of screen. *'Budget records were successfully written to TSDS.'*

____3. Compare extracted totals for accuracy.

- In **Finance**, run a Board Report as a recap from

Finance > Reports > Finance > Summary/Miscellaneous Reports > FIN 3050 – Board Report

1. Accounting Period: **C – Current**
2. Detail, No Detail, Recap only - **R – Recap**
3. Click on the ellipses button and choose **199/4, 240/4 & 599/4**
4. Group by Organization – **N**
5. **Run Preview**

The screenshot shows the ASCENDER software interface. The top navigation bar indicates the path: Reports > Finance Reports > Summary/Miscellaneous Reports > Board Reports. The main content area is titled 'FIN 3050 - Board Reports' and contains a configuration table with the following parameters:

Parameter Description	Value
Accounting Period Current (C), Next (N)	N
Detail (D), No Detail (N), Recap only (R)	r
Select Fund(s), or blank for ALL	199 / 4,240 / 4,599 / 4
Enter Optional Report Title	
Group by Organization? (Y/N)	N
Select Organization Code(s), or blank for ALL	

- In **State Reporting**, generate the Budget Recap –Class/Fund/Yr report from

State Reporting > Reports > Fall > Finance Report Group > Budget Recap – Class/Fund/Yr

The screenshot shows the State Reporting interface. The top navigation bar indicates the path: State Reporting > Reports > Fall > Finance Report Group > Budget Recap – Class/Fund/Yr. The main content area is titled 'Budget Detail - XX00' and contains a configuration table with the following parameters:

Parameter Description	Value
Accounting Period Current (C), Next (N)	N
Detail (D), No Detail (N), Recap only (R)	r
Select Fund(s), or blank for ALL	199 / 4,240 / 4,599 / 4
Enter Optional Report Title	
Group by Organization? (Y/N)	N
Select Organization Code(s), or blank for ALL	

In Finance

Date Run: 10-10-2023 3:30 PM
 Cnty Dist: 076-903

Board Report
 Recap Comparison of Revenue to Budget
 ANYTOWN ISD
 As of October

Program: FIN3050
 Page: 1 of 2
 File ID: C

	Estimated Revenue (Budget)	Revenue Realized Current/Next	Revenue Realized To Date	Revenue Balance	Percent Realized
199 / 4 GENERAL FUND	5,217,086.00	-221,615.35	-221,615.35	4,995,470.65	4.25%
240 / 4 SCHOOL LUNCH & BREAKFAST PROG	258,002.00	-1,559.40	-1,559.40	256,442.60	.60%
599 / 4 DEBT SERVICE FUND	796,954.00	-23,414.82	-23,414.82	773,539.18	2.94%
Total 5000 Revenues	6,173,640.00	-246,589.57	-246,589.57	5,927,050.43	3.99%
Total 7000 Revenues	98,402.00	.00	.00	98,402.00	.00%
Total Revenues	6,272,042.00	-246,589.57	-246,589.57	6,025,452.43	3.99%

In TSDS

Date Run: 10-10-2023 3:31 PM
 Cnty Dist: 076-903

PEIMS Budget Data Report
 ANYTOWN ISD
 Budget Recap by Class Fund/Year

Page: 1 of 4

FUND	Y	CLASS	5 REVENUE	
199	4	199		5,217,086
240	4	240		159,600
599	4	599		796,954
GRAND TOTALS				\$6,173,640

NOTES: The reports shown above are samples only. Budget is rounded to the nearest dollar for Fall PEIMS. The only funds reported for budget are 199, 240 and 599 (if applicable). Verify revenues and expenditures as totals.

4. Extract Staff data. Contact your Student PEIMS user(s) or District PEIMS

Coordinator to ensure the Master Schedule is up-to-date and all Student Crosswalks have been built. DO NOT run this extract until the Master Schedule and Student Crosswalks are in place. Work with them on the Responsibilities section on the Extract from Grade Reporting. You do not want to delete any work that they might have entered. Any time you need to re-extract, work with your District PEIMS Coordinator so student data is not impacted negatively.

State Reporting > Extracts > Fall > Staff

Select the Following:

- **Demographic Data:**
 - **Staff Demo Records from HR.**

Select to delete all existing staff data and extract demographic data from HR. If selected, all existing staff records are deleted from the following tables; Staff Demo and Experience, Payroll, Classroom Responsibilities, and Non-Classroom Responsibilities

 - Staff records with pay type 1 are extracted
 - Staff Records with type 2 or 3 are extracted if the employee status is 1 - active professional, 2 – active auxiliary per, 3 – retired, or 8 – temporary.
 - Staff records with pay type 4 are extracted if the employee status is A – Long Term Substitute and the TRS Member Position is 02.
- **Responsibilities:**
 - **Extract from Grade Reporting:** Coordinate with Student PEIMS staff to ensure the correct selection is made.
 - Classroom Responsibilities from Master Schedule: Existing records will be deleted. This is typically the selection used for the first extract.
 - Retain Classroom Responsibility Records: Existing records will not be deleted. Student PEIMS staff may prefer this selection for subsequent extracts.
 - **Extract from Human Resources:**
 - **Non-classroom Responsibilities** should be entered in Personnel > Maintenance > Staff Demo > Responsibility. Select to **delete** all existing non-classroom responsibility data in State Reporting and **extract** data from Personnel.
 - **Classroom Responsibilities:** Select to extract classroom responsibilities from Personnel.
 - **Payroll Data:**
 - Fiscal Year 4
 - Applicable Payroll Frequencies (6 for monthly)
 - Payroll Records
 - Include Acct Type “S” Distrib.
 - Check Crosswalks created if applicable

Extracts > Fall > Staff State Reporting

Run Print

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Options
Crosswalks
Extracts
Fall
Finance Budget
Staff
Students
Mid Year
Summary
Extend
Extract Status

Data Extracted - InterchangeStaffAssociationExtension

Info
Ending School Year: 2024
PEIMS Fall As-of Date: 10-27-2023

Payroll Data
Fiscal Year: 4 Payroll Freq: 4 5 6
 Payroll Records Include Acct Type 'S' Distrib
Existing payroll data will be deleted

Demographic Data
 Staff Demo Records from HR
Staff demo, responsibility and payroll data will be deleted.
Select option below to retain classroom responsibility records.

Responsibilities
Extract from Grade Reporting:
 Classroom Responsibilities from Master Schedule
All existing classroom responsibilities will be deleted.
 Update Class Counts from Master Schedule
 Retain Classroom Responsibility Records
Existing records will not be deleted.
 Use Max Seats if No Students Enrolled

Extract from Human Resources:
 Non-Classroom Responsibilities
Existing non-classroom responsibilities will be deleted.
 Classroom Responsibilities
New records added.

Crosswalks:
 Use 80 for Blank Activity Use 80 for Largest Activity
 Crosswalk 049 Crosswalk 069
Omit specific funds Convert prog by fund/func
 Crosswalk 045 Crosswalk 040
Convert program by fund/sobj Convert org to another
 Crosswalk 046 Replace 00 in 6XXX with 99
Convert fund to another Replace prog 00 in obj 6XXX
 Crosswalk 047 Convert obj to another
 Crosswalk 048 Convert func to another
 Crosswalk 055 Convert prog by fund/func/sobj
 Crosswalk 056 Convert prog by fund

Check the 1st time you Extract/Delete after verifying with PEIMS Coordinator

Check the 2nd and any additional times unless directed by PEIMS Coordinator to delete existing records.

Note the message indicating the *Extract is complete*. Click **Print** for each report available.

When you click **Print**, the **Report** popup opens listing the available reports according to the options selected. Select each report to view. The Summary report includes errors. Sample reports are provided below.

Summary Report

School Year: 2021
Cnty Dist: 123-456
As-of Date: 10-30-2023

Fall Combined Staff Extract
ANYWHERE ISD
Summary Report Page: 4 of 4

Errors:

Campus	Staff ID	Emp ID/ Teacher ID	Name	Service ID	Role ID	Class ID	Class Type	Monthly Minutes	Reason Failed
101		275		02530003	087	60180130000000	01	0	FATAL - No Xwalk for Svc ID 02530003 per 01
101		276		02530003	087	60080130000000	01	0	FATAL - No Xwalk for Svc ID 02530003 per 01
101		276		02530003	087	60100130000000	01	0	FATAL - No Xwalk for Svc ID 02530003 per 01

Summary	Deleted	Added	Updated
Demographic:	61	0	
Payroll:	79	0	
Class Resp:	238		
- from Master Schedule:		140	0
- from HR:		0	0
Non-Class Resp:	6	0	
Total Errors:	126		

Note: This report should be shared with the PEIMS Coordinator so staff data can be corrected in student applications when a warning indicates the Name in HR is different. Additional crosswalks may also need to be created by your PEIMS Coordinator.

Fall Staff Demo Report

Staff ID	Staff Name	TX Unique Staff ID	DOB	Sex	Hisp	Amer Ind	Asian	Blk	Wh	Pac Isl	# Days Empl	% Day Empl	Dist Yrs Exp	Years Exp	Highest Degree	Auxiliary Role ID	Paraprof Cert
[REDACTED]	ANDREWS, JULIE	123	[REDACTED]	-1955	F	0	0	0	0	1	0	187	100	0	4	1	0
[REDACTED]	ANNISTON, JENNIFER	671	[REDACTED]	-1955	F	0	0	0	0	1	0	207	100	3	21	2	0

Non-Classroom Responsibility Report

District	Campus	Role ID	Service ID	Description	Pop Served	ESC SSA	Monthly Minutes				
<p>Date Run: 09-15-2021 3:56 PM Cnty Dist: 012-345 PEIMS Fall Staff Data Report Anywhere ISD Non-Classroom Responsibilities Page: 1 of 1</p>											
<p>Sex: F Tot Yrs Exp: 21 Yrs Exp Dist: 3 Highest Degree: 2 Staff Type: 1</p>				<p>Name: ANNISTON, JENNIFER Unique Staff ID: [REDACTED]</p>							
012-345	001	008	SS007000	GUIDANCE	01		9600.0				
<p>Sex: F Tot Yrs Exp: 0 Yrs Exp Dist: 0 Highest Degree: 0 Staff Type: 1</p>								<p>Name: BULLOCK, SANDRA J Unique Staff ID: [REDACTED]</p>			
012-345	001	043	SS013000	GNRAL ADMI	01		0.0				

Payroll Data – Records

Staff ID	Staff Name	Activity	Fund	Func	Obj	Org	Yr	Prog	Pay Amt
[REDACTED]	ANDERSON, PAMELA SUE	80	199	11	6119	101	4	11	0
		80	199	11	6119	101	4	11	58,313
		80	199	11	6119	101	4	25	3,227
[REDACTED]	ANDREWS, JULIE DIANE	79	240	35	6129	999	4	99	3,000
		80	240	35	6129	999	4	99	25,431
[REDACTED]	ANISTON, JENNIFER LYNE	80	240	35	6129	999	4	99	19,747
[REDACTED]	ASTAIRE, FRED	80	199	51	6129	999	4	99	27,853

Review for Accuracy

If Responsibility records were not built in Personnel, they can be built in **State Reporting > Maintenance > Fall > Staff**. Use the **Non-Classroom Responsibilities** tab for staff members who are not in a classroom such as administrators, counselors, or nurses. Use the **Classroom Responsibilities** tab for Function 11 Aides. Click +Add to get a row and populate. **Note: This is the last year this option will be available and if data is re-extracted, responsibilities that were built in State Reporting will be lost and have to be recreated.**

Multiple records are required for persons who perform duties on more than one campus, assume more than one role, and/or perform more than one type of service. By definition, if no staff responsibility record is reported, the assumption is made that the person is an auxiliary staff member.

If an employee has a classroom and a non-classroom responsibility record, the non-classroom record must also be entered. For help entering these responsibilities you can view our chart towards the end of this document titled Responsibilities.

- **Class ID** – District defined. 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.
- **Class Type – 01 Regular** – This code is used for all settings not mentioned in 02 including regular classroom, laboratory, or shop settings.
02 Non Regular – This code is used for Classes designed for students with Televised Instruction, Special Education Setting, Residential Care and Treatment Facility, In-School Suspension. For more detail go to the TWEDS Code Table, C179 Class-Type – Code.
<https://tealprod.tea.state.tx.us/TWEDS/87/0/0/0/CodeTable/List/11662>
- **Monthly Minutes** – Type the maximum number of minutes per month devoted to a particular service. A month is general considered to be the four weeks prior to the as-of-date. Monthly Minutes should include Columbus Day and any other holidays (i.e., 20 days)
- **Pop Served** — Select the student population for which the service has been designed or is intended. Click the down arrow to choose the code from 1 to 10. For more detailed information, go to TWEDS Code table: C030
<https://tealprod.tea.state.tx.us/TWEDS/87/0/0/0/CodeTable/List/11813>
- **Grade Level Code** – Select the grade level. This field must be populated if the Pop Served field is set to 06 and the Role ID field is set to 033, 047, or 087. Otherwise, leave the field blank.
- **Nbr of Students** – Number-Students-In-Class (E0170) as of reporting date.
- **ESC SSA** – This is reported by ESCs only; the field is not valid for school districts

Example of Educational Aide:

Save

STAFF:

TEXAS UNIQUE STAFF ID:

Retrieve
Directory

Change ID
Delete
Add

Prev
Next

DEMO AND EXPERIENCE
PAYROLL
CLASSROOM RESPONSIBILITIES
NONCLASSROOM RESPONSIBILITIES

Complex Types - StaffResponsibilitiesExtension

Del	District	Campus	Role ID	Service ID	Class ID	Class Type	Monthly Minutes	Pop Served	Grade Level	Nbr of Students	ESC SSA
<input type="checkbox"/>	<input type="text" value="123456"/>	<input type="text" value="001"/>	<input type="text" value="033"/>	<input type="text" value="SA000003"/>	<input type="text" value="1000-23-1-0000000"/>	<input type="text" value="01"/>	<input type="text" value="9600"/>	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="---"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>

Rows: 1
Add

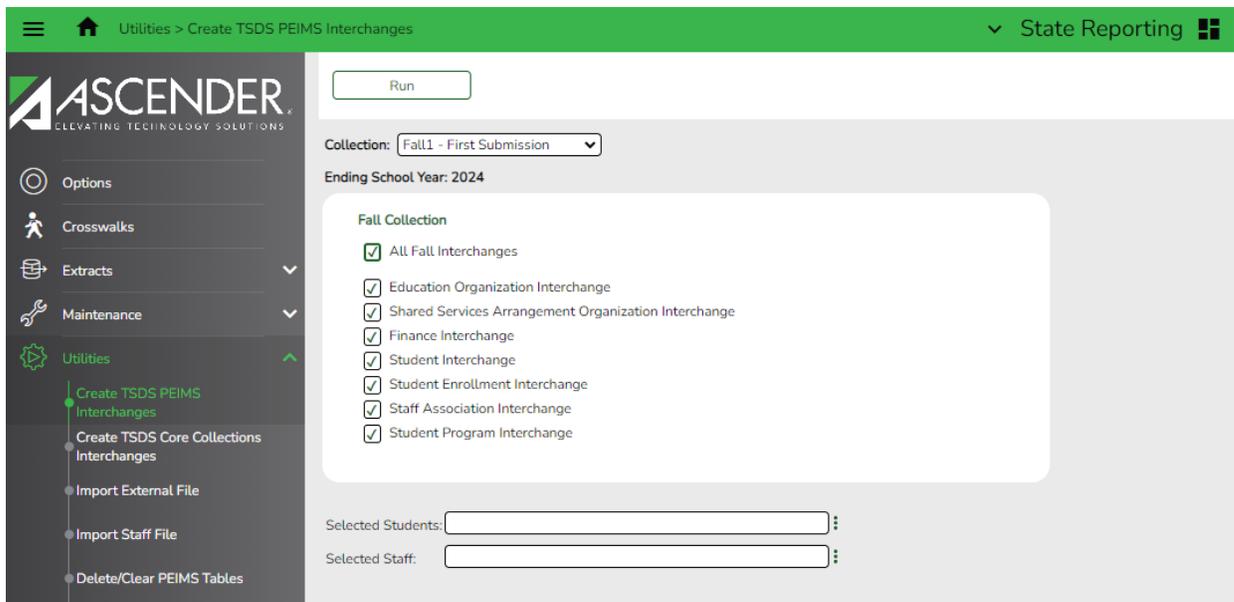
5. Let the Student PEIMS clerks or your PEIMS Coordinator know you have completed the Staff Responsibility extract. Student PEIMS Clerks will typically review and correct responsibility records for classroom staff that pulled from the Master Schedule. **Business PEIMS clerks are responsible for the accuracy of Staff Responsibility records on all educational aides and non-classroom staff, since those records are created in Personnel.**

- Make additions or corrections as needed.
 - Some long term subs and floating subs may need to be entered manually.
- a. **Long Term Sub:** Substitute for **Staff Who Will Not Be Returning to Classroom.** A person who serves in a classroom in the absence of a certified teacher who has quit, died, or been terminated will be the Teacher of Record if she is the Long-Term Sub on Snapshot Date. If she does not pull as Teacher of Record add in State Reporting under **Maintenance > Fall > Staff > Classroom Responsibilities.** Include the following information:
- District
 - Campus
 - Role ID: 047
 - Service ID (for that course) – Code Table 022
 - Class ID Number
 - Classroom Position – Code Table
 - Monthly Minutes
 - Population Served
 - Number-Students–In Class
- b. **Typical Substitute:** called occasionally to substitute for a teacher who is ill or needs to take a day of personal leave. District would not submit a Staff Responsibility or assign a PEIMS Auxiliary Role ID.

c. **Floating Substitute:** a full-time, permanent employee of the district and is sent to fill-in at different campuses in the district wherever she is needed. If she works each day from 8:30 – 3:30 with a 30-minute lunch, the following will apply:

- **District will need to submit a Staff Responsibility.**
- Role-ID 047
- Service ID SR000007
- Class ID Number – 000000000000001
- Population Served – 01
- Number Students in Class – 000
- Classroom Position 04
- Monthly Minutes – will vary - **(Example:** (390 minutes each day x 5 days in the week x 4 weeks) = 7800 minutes.

6. **Create the TSDS Interchanges to run through TSDS PEIMS** from **Utilities > Create TSDS PEIMS Interchanges**. Select the Fall1 – First Submission then you will need to select ‘**All Fall Interchanges**’. Click **Run**. 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, after you have first submitted all the files.



In the pop-up box choose to **Save File** and click OK. There are **seven** interchanges that will be **zipped** and is created for Fall PEIMS. **Do not rename the interchanges. Save File** in your TSDS folder.

The default name of **All the Interchanges** created in one **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: 012345-2021-0916.11.38.34 TSDS

After the initial submission of all interchanges, you may have need to send individual interchange files. These can be created for all data in the interchange, or a particular set of data, such as a specific staff member.

- Selected Staff – Type or click the ellipsis to select the employees for whom you want to create and interchange. Separate multiple employees (Texas unique staff ID's) with a comma. Leave blank to select all staff.

If errors are encountered, data should be corrected in ASCENDER. Work with your PEIMS Coordinator to determine if corrections should be made in State Reporting or if PEIMS data should be deleted and re-extracted. Typically, data is not re-extracted unless large amounts of data is missing or incorrect. Be very cautious when considering deleting and re-extracting as your choices could impact student processing.

_____7. **Login to TSDS PEIMS through TEAL.** There is a link to TEAL logins on TEA's home page.



TEA Login (TEAL)

TEAL will be unavailable Sunday, September 18, 7:00 am - 11:00 am during maintenance and upgrade activities.

NOTICE: TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

Username:

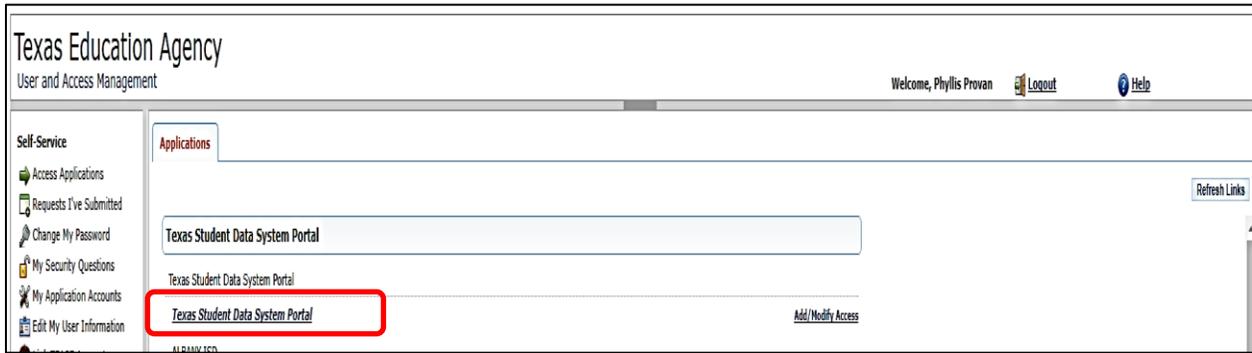
Password: [Show Password](#)

[Forgot your password?](#)
[Forgot your username?](#)

To log in, type your username and password and then click "Login". Please refer to the [help documentation](#) for more information.

WARNING: Unauthorized use of this system or its data is prohibited; usage may be subject to security testing and monitoring; misuse is subject to criminal prosecution; and users have no expectation of privacy except as otherwise provided by applicable privacy laws.

Click on the link to Texas Student Data System Portal.



PROCEED TO TSDS TRAINING DOCUMENTS

RESPONSIBILITIES

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 <i>New rule: If ROLE-ID is "008", then the following must be blank: CLASS-ID-NUMBER, NUMBER-STUDENTS-IN-CLASS, and CLASS-TYPE-CODE.</i> <i>30090-0104 New rule: If ROLE-ID is "008", then MONTHLY-MINUTES must not be blank. (See Non-Classroom Responsibility Samples Document for Minutes</i>	008	SS007000	01	6119	31
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
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

2023-2024 PEIMS Data Collection Schedule

All TSDS PEIMS Collections ready for user to load data to eDM & Promote data – August 7, 2023

PEIMS Fall Snapshot date - October 27, 2023

	Fall: Submission 1	Mid-Year: Submission 2	Summer: Submission 3	Extended: Submission 4
TSDS PEIMS ready for users to promote data	September 11, 2023	November 13, 2023	February 26, 2024	March 25, 2024
TSDS PEIMS ready for users to complete, approve, and accept submissions	October 30, 2023	December 18, 2023	May 20, 2024	July 29, 2024
Due to ESC	November 17, 2023	January 12, 2024		
Due to TEA	December 7, 2023	January 25, 2024	June 20, 2024	August 29, 2024
Resubmit Due to ESC	January 9, 2024	February 1, 2024		
Resubmit Due to TEA	January 18, 2024	February 8, 2024	July 18, 2024	September 13, 2024
Data Available to customers	February 15, 2024	February 28, 2024	September 19, 2024	October 17, 2024

<p>Data include:</p>	<ul style="list-style-type: none"> ◆ snapshot data - data reflect the status of the district on October 29, 2021. Include budget, all staff, organization, and student data. ◆ close of School-start window – September 24, 2021 	<ul style="list-style-type: none"> ◆ actual audited financial data from the previous year 	<ul style="list-style-type: none"> ◆ student attendance data, ◆ classroom link data ◆ course completion data, ◆ discipline data, ◆ restraint data, and ◆ Title I, Part A data. ◆ OFSDP attendance data 	<ul style="list-style-type: none"> ◆ extended school year services (ESY) data, & ◆ bilingual/esl summer school program
<p>Data used to:</p>	<ul style="list-style-type: none"> ◆ calculate comp. ed. entitlement, ◆ monitor special programs, ◆ report to the federal government, ◆ calculate retention, ◆ calculate basic profiles for AEIS, and ◆ perform desk audits 	<ul style="list-style-type: none"> ◆ report to the state legislature, ◆ monitor special program expenditures, ◆ audit districts, and ◆ perform desk audits 	<ul style="list-style-type: none"> ◆ calculate FSP final allotments, ◆ calculate attendance ◆ report classroom link & course completion data, ◆ create a portion of AEIS, ◆ augment monitoring of special programs, and 	<ul style="list-style-type: none"> ◆ calculate ESY funding, ◆ calculate BIL/ESL summer school funding, ◆ monitor special programs, and ◆ perform desk audits

Helpful Resources:

2023-2024 TEDS: <https://tealprod.tea.state.tx.us/TWEDS/103/0/0/0/Introduction/List/878>

TEA Financial Accountability System Resource Guide: <https://tea.texas.gov/finance-and-grants/financial-accountability/financial-accountability-system-resource-guide>