

ASCENDER TSDS PEIMS Summer 2021 Submission Checklist

1. Before you Extract Data: Verify State Reporting Options. Page 5-6
 2. Clear Data from the Previous Year (i.e., Delete/Clear Tables). Pages 6-8
 3. Attendance Preliminary Steps: Verify District Posting Codes and Attendance Reports. Pages 10-17
 - Verify that Attendance reports have been printed and proofed throughout the year.
 - Print Attendance reports for end of year:
 - SAT0500, SAT0900, SAT0900C, SAT0920, SAT1700, SAT0400, SAT1900.
- NEW FOR SUMMER 2021:** Attendance report SAT0900C Campus/District Summary Report (COVID).
4. Attendance report SAT5000 Flexible Attendance District Summary. Page 17 (**Skip if not applicable**).
 - Weekly Register Worksheet. Page 21-22
 5. Verify Attendance Campus Options. Page 18
 - Instructional Program Type
 6. Verify Attendance Campus Calendars. Pages 18-20
 - Verify the following by printing each campuses calendar.
 - Track, Begin School, Begin Cycle
 - Membership Days, School Day Event Code
- NEW FOR SUMMER 2021:** School Day Event Code
- Additional Verification:** Yearly Total Minutes, Adjust Minutes, Makeup Days, Weather Days, Waiver Days
7. Verify Entry/WD Dates for Enrollment: Discipline and Discipline Student Restraint Data. Pages 22-29
 - Print Discipline reports SDS0200, SDS0250, SDS0300, SDS1000, SDS1300, SDS1700, SDS1800.
 - Verify the following for Discipline:
 - Behavior Location Code, Offense Code, Reporting Period, Action Code,
 - Campus Resp, Discp Action Date, Official Length, Actual Length
 - Diff Code, Campus Assignment, Action Nbr, Inconsistent, Incident Nbr
- NEW FOR SUMMER 2021:** Inconsistent Code of Conduct Indicator
- Verify the following for Discipline Restraint:
 - Campus, Date, Period,
 - Reason, Staff Type, Instance Nbr, Instr Setting
- Additional Verification:** Print Discipline report SDS1200 Incident Records (Multi PEIMS Offenses).
8. Verify Grade Reporting reports. Page 30-33
 - SGR2550: Class Roles, Role ID, Cert CTE, Begin/End Date
 - SGR0050: Service ID, CTE Hours, Course Sequence, POP Served, Role ID
 - SGR0100: Course Numbers, Service ID, Course Sequence, Class Type, POP Served, Role ID
 - SGR0110: Sec, Sem, Per Begin/End, Non-Campus Based, POP Svd, Crs Seq, Home Room Ind Dual Crd, Adv Tech, College Credit Hours
 - SGR1600: CTE Course, Service ID, CTE Crd Amt **Report is also shown on Page 57.*
 - SGR1920: Ensure all students courses, semester, cycle grade, averages, exam grades, final grades attendance and pass/fail indicator is correct.

NOTE: Course sequence will be blank unless the course is taught out of sequence.

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9. _____ Verify/update Grade Reporting Maintenance Master Schedule District Schedule. Page 33-35
_____ CTE Hrs
10. _____ Verify/update Grade Reporting Maintenance Master Schedule Campus Schedule Section. Pages 35-42
_____ Crs Nbr, Section, Non-Campus Based Code
_____ Pop Served, Class Type, Course Sequence
_____ High Quality PK Program, PK Sch Type, PK Prog Eval Type,
_____ PK Curricula, Stu Instru and Home Room Ind
_____ Dual Credit, College Credit Hrs, OnRamps (i.e., if necessary, otherwise leave blank)
_____ Sem, Period Begin/Period End, Instructor, Class Role, Role ID, CTE, Entry/Withdraw Dates

NOTE: Verify all section data. Campus section level data will override the district-level data. Course sequence will be blank unless the course/section is taught out of sequence.

11. _____ Verify/update Pass Fail Indicators. Page 44
_____ Pass/Fail Credit Indicator Code (Course Completion)
_____ Grade Reporting Utilities Assign Pass Fail Indicators. Page 45-46

12. _____ Verify Graduation Plan Report SGP1000. Page 46
_____ Foundation, Distinguished, Endorsements,
_____ Industry Credentials or Certification
_____ Associates Degree

Verify Graduation Plan Maintenance Individual Maintenance Performance Acknowledgement. Page 47
_____ Associate Degree

NEW FOR SUMMER 2021:

Verify/update Graduation Plan Maintenance Individual Maintenance PGP. Page 48-50
_____ IBC Exam Fee, IBC Vendor

NOTE: If the student does not have a graduation plan, the fields can be updated on Demo3 in Registration. Page 63

13. _____ Verify Registration Reports. Page 50-55
Print Create Registration Report.
Print Registration report SRG0200 and verify/update the following:
_____ Student First, Middle and Last Name, Grade, Sex,
_____ Hispanic/Latino, Race, DOB
_____ SSN, Track

Additional Verification: Print Attendance report SAT0300 Attendance Proof List to identify potential problems or missing information in student records.

Print Registration report SRG1200 and verify/update the following:
_____ Entry/Withdrawal Dates, Special Program Services, Eligibility
_____ Attribution Code, Campus of Residence, Special Program Services

NOTE: When printing SRG1200, it is recommended to print a report for each program.

Print SRG1900 and verify student enrolled in a specific generic program. Page 53

Print SRG1800 and use the report to verify campus ID of Residence (CIR). Page 53-54

Print SGR1600 and verify students who have a CTE course on their schedule. Page 55

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NOTE: ECHS, T-STEM, P-TECH, 504, Intervention Strategies and Crisis Codes, are entered Generic Programs, Pages 80-84

14. Verify Registration Campus Profile Campus Information Maintenance Control Info. Page 55-56
_____ Full Day PK Waiver
15. Verify Registration Maintenance Campus Profile Campus Programs Expanded Learning (ELO). Page 56-58
_____ Type, Rigorous Coursework, Mentoring,
_____ Tutoring, Physical Activity, Academic Support,
_____ Educational Enrichment, Min/Day

Print SRG0100 to verify ELO data. Page 60

16. Registration Maintenance Student Enrollment Demo1 (make corrections if needed). Pages 58-62
_____ Student First, Middle and Last Name, Generation, SSN
_____ Texas Unique Student ID, Sex, Date of Birth, Hispanic/Latino
_____ Race, Economic Disadvantage, Military Connected, Foster Care
_____ Star of Texas Award, Grade, Student Attribution, Campus ID Residence
17. Registration Maintenance Student Enrollment Demo3 (make corrections if needed). Page 62-70
_____ Transportation CTE, Displaced Homemaker, Single Parent/Pregnant Teen,
_____ Dyslexia Services, Migrant, Asylee/Refugee, Homeless, Unaccomp Youth,
_____ Early Reading, Dyslexia Risk, Industry Credentials, IBC Exam Fee, IBC Vendor
_____ Campus of Account, Foundation Coursework, Distinguished Coursework, STEM
_____ Public Services, Business/Industry, Multi-Disciplinary Studies, Arts and Humanities
_____ Excessive Unexcused Absence, Truancy Prevention Measure, Truancy Complaint Filed
- NEW FOR SUMMER 2021:** IBC Exam Fee, IBC Vendor, Excessive Unexcused Absence Indicator, Truancy Prevention Measure, Truancy Complaint Filed, Adult Previous Attendance Indicator.
18. Reset Values Early Reading Code (if applicable). Page 65
19. Registration Maintenance Student Enrollment W/R Enroll (make corrections if needed). Page 70-71
_____ Entry/Exit Date, Track
_____ Grade Level, Eligibility Code
20. Registration Maintenance Student Enrollment SpecEd (make corrections if needed). Page 72-74
_____ Entry/Exit Date, Instructional Setting,
_____ Regional Day School Deaf, Fiscal Agent, Primary Disability
21. Registration Maintenance Student Enrollment G/T (make corrections if needed). Page 74-75
_____ Gift/Talent
22. Registration Maintenance Student Enrollment BIL/ESL (make corrections if needed). Page 75-77
_____ LEP Code, Entry/Exit Date, BIL/ESL Fund Code
23. Registration Maintenance Student Enrollment Title 1 (make corrections if needed). Page 77
_____ Title 1 Code
24. Title 1 Code Conversion Utility to set school wide Title I code (i.e., if applicable). Page 78
25. Registration Maintenance Student Enrollment PRS (make corrections if needed). Page 78-80
_____ PRS, CEHI, Entry/Exit Date

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26. Registration Maintenance Student Enrollment Generic (make correction if needed). Page 80-84
Verify Other Spc Prgms:
____ ECHS, T-STEM, P-TECH, Intervention Strategy
____ Section 504, New TECH, Crisis Code, IGC

27. Registration Maintenance Student Enrollment PK Enroll (make corrections if needed). Page 84-85
____ PK Elig Prev Year, PK Program Code
____ PK Funding Source, PK Secondary Funding

28. Print SpEd Report SEM1100 to ensure all special education restraints have been entered. Page 85

29. Verify Special Education Maintenance Student SpEd Data Current Year Program info. Page 85-88
____ Multi Disability
____ SpEd Child Restraint, Cnty/Dist/Campus of Restraint, Restraint Date, Reporting Period
____ Restraint Reason, Restraint Instance Nbr, Instructional Setting

30. End-of-Year Checklist must be completed prior to extracting the State Reporting Course Completion: Grade Computation and Credit Assignment, Assign Pass Fail Indicators.

NOTE: Kerry Brewer will send out the End-of-Year checklist

31. Recommended that you make a copy of the PEIMS Fall 2020 Interchange file.

32. Extract Data. Page 88-94
NOTE: Do not extract course completion until after Step 30, End-of-Year Checklist, is complete.

33. Monitor Extract Status. Page 94-98
Review the status and completion of extracts.
View/print the reports.
Correct data and rerun the extract until no fatal errors.

34. After you Extract Data. Page 98-119
Verify/Update State Reporting Organization Data.

District will report: District ID, District Name, Total Nbr School Brd Requests, Total Cost School Brd Requests, Family Engagement Plan Link.

Campus will report: Campus, Campus Name, PK Waiver.

Correct Frozen Data after the Extract to update/correct data in Maintenance Summer. Page 101-119

NOTE: Do not make any manual entries in the State Reporting Maintenance screens (i.e., Frozen Data) while running Summer Extracts. Data entered on these screens will be updated every time data is extracted, which means manually entered data will be overwritten.

35. Run Extract Summer Reports. Page 119
Once extract is completed, print and review State Reporting Summer Reports for accuracy.
If necessary, correct the data and rerun the reports.

36. Create XML File. Pages 120-121

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37. If Errors are Encountered: *Page 122*
- Make all corrections in the TxEIS/ASCENDER Student applications.
 - Delete/Clear Tables Utility may be performed, however is not necessary.
 - Re-extract data.
 - Verify State Reporting Reports.
 - Create interchanges.
- NOTE:** This step will be repeated until TSDS is fatal free.
38. Submit the Interchange files through TSDS.
Reference TSDS PEIMS Submission Checklist by Mechelle Carpenter.
39. Appendix Audit Red Flags. *Page 122-124*
Provided is a list of TxEIS/ASCENDER and TSDS reports to help identify possible audit red flags that required special documentation.
- Additionally, ensure that you have documentation for these reports. *Page 124*
 - Performance Based Monitoring Analysis System (PBMAS) Flags. *Page 124-125*
40. After the district's data is fatal/error free, generate reports from the TEA TSDS system for the appropriate personnel to verify accurate data submission (i.e., compare reports to TxEIS/ASCENDER Student reports).
- NOTE:** Superintendent approval is required for the PEIMS 2021 Summer Submission.