

# DONNA

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INDEPENDENT SCHOOL DISTRICT



## PEIMS DEPARTMENT

CAMPUS-FALL SUBMISSION CHECKLIST  
2022-2023

# FALL PEIMS DUE DATES FOR 2022-2023

Deadline	Submission
September 30, 2022	Leaver Date
October 28, 2022	Snapshot Date
December 8, 2022	Fall Submission

## FALL SUBMISSION CHECKLIST

### Student Demographic/Registration/Leaver

<input type="checkbox"/> Name <small>(First, Middle, and Last)</small>
<input type="checkbox"/> Date of Birth
<input type="checkbox"/> Generation Code
<input type="checkbox"/> Sex Code
<input type="checkbox"/> Hispanic/Latino Code
<input type="checkbox"/> Race Code
<input type="checkbox"/> ADA Eligibility Code
<input type="checkbox"/> Home Language Code
<input type="checkbox"/> Student Language Code
<input type="checkbox"/> Grade Level
<input type="checkbox"/> Leaver Reason Code <small>(Withdrawal Code)</small>

### Student Programs

<input type="checkbox"/> Gifted and Talented Indicator Code <small>Updated by GT Department</small>
<input type="checkbox"/> At Risk Indicator Code <small>Updated by Campus Counselor</small>
<input type="checkbox"/> Homeless Status Code
<input type="checkbox"/> Unaccompanied Youth Status Code
<input type="checkbox"/> Unschooled Asylee/Refugee Code
<input type="checkbox"/> Immigrant Indicator Code
<input type="checkbox"/> Migrant Indicator Code - <small>Updated by Migrant Department</small>
<input type="checkbox"/> SSI Promotion Retention Code
<input type="checkbox"/> Early Reading Indicator Code
<input type="checkbox"/> Foster Care Indicator Code
<input type="checkbox"/> Military Connected Student Code
<input type="checkbox"/> Dyslexia Indicator Code
<input type="checkbox"/> Intervention Strategy Indicator Code
<input type="checkbox"/> Section 504 Indicator Code
<input type="checkbox"/> Career and Technology Indicator Code <small>System automatically codes</small>
<input type="checkbox"/> IEP Continuer Indicator Code <small>Updated by Special Education Department</small>

<input type="checkbox"/>	Economic Disadvantage Code
<input type="checkbox"/>	Crisis Code <i>TBA for SY 2021-2022</i>
<input type="checkbox"/>	Associate Degree Indicator Code <i>(CCMR-High School Only)</i>
<input type="checkbox"/>	Star of Texas <i>(P3/PK only)</i>
<input type="checkbox"/>	PK Eligible Previous Year Indicator Code <i>(P3/PK only)</i>
<input type="checkbox"/>	Post-Secondary Certification Licensure <i>(CCMR-High School Only) Updated by CTE Department</i>
<input type="checkbox"/>	Individual Graduation Committee Graduate Code <i>(High School Only)</i>
<input type="checkbox"/>	Military Enlistment <i>(High School Only)</i>
<input type="checkbox"/>	Campus ID of Residence
<input type="checkbox"/>	Campus ID of Accountability
<input type="checkbox"/>	Student Attribution Code
<input type="checkbox"/>	Title 1 Part A Code
<input type="checkbox"/>	Student Census Block Group
<input type="checkbox"/>	As of Status Code
<input type="checkbox"/>	ECHS Indicator Code <i>Updated by Early College High School</i>
<input type="checkbox"/>	PK Program Type Code
<input type="checkbox"/>	Primary PK Funding Source
<input type="checkbox"/>	Secondary PK Funding Source
<input type="checkbox"/>	IBC Exam Fee Amount <i>Updated by CTE Department</i>
<input type="checkbox"/>	IBC Vendor Code <i>Updated by CTE Department</i>

**Graduation/Endorsements (2019-2020 graduates) High School Only**

<input type="checkbox"/>	FHSP Distinguished Level of Achievement Code <i>(CCMR)</i>
<input type="checkbox"/>	Endorsement Code
<input type="checkbox"/>	Date of Graduation
<input type="checkbox"/>	Graduation Type
<input type="checkbox"/>	Individual Graduation Committee Graduate Code

**LEP/English Learner – Bilingual/ESL**

<input type="checkbox"/>	LEP Indicator Code
<input type="checkbox"/>	Bilingual Program Type Code
<input type="checkbox"/>	Bilingual/ESL Funding Type Code
<input type="checkbox"/>	ESL Program Type Code
<input type="checkbox"/>	Parental Permission Code
<input type="checkbox"/>	Alternative Language Program

### CTE

<input type="checkbox"/>	Displaced Homemaker Code Updated by CTE Department
<input type="checkbox"/>	Transportation CTE Support Service Updated by CTE Department
<input type="checkbox"/>	SGL Parent Pregnancy Teen Code Updated by CTE Department

### Special Education

<input type="checkbox"/>	Special Education Indicator Updated by Special Education Department
<input type="checkbox"/>	Effective Date SPED Indicator Updated by Special Education Department
<input type="checkbox"/>	Effective Date SPED Disabilities Updated by Special Education Department
<input type="checkbox"/>	Disability Code(s) Updated by Special Education Department
<input type="checkbox"/>	Effective Date SPED Services Updated by Special Education Department
<input type="checkbox"/>	Service Code(s) Updated by Special Education Department
<input type="checkbox"/>	District of RDSPD Service Updated by Special Education Department

### Staff Responsibilities

<input type="checkbox"/>	Role ID Updated by HR Department
<input type="checkbox"/>	Service ID Updated by HR Department
<input type="checkbox"/>	Population Served Code Updated by HR Department
<input type="checkbox"/>	Number Students in Class
<input type="checkbox"/>	Class Type Code Updated by HR Department
<input type="checkbox"/>	Monthly Minutes
<input type="checkbox"/>	PE – Number Days Taught October Week 1-4
<input type="checkbox"/>	PE – Number Minutes Taught October Week 1-4

## STUDENT DEMOGRAPHIC/REGISTRATION/LEAVER

**STUDENT NAME** If a birth certificate is not obtainable, the name entered shall match an alternate document.

Acceptable alternate documents are driver's license, passport, school ID card, school record, school report card, military ID, hospital birth record, adoption record, church baptismal record, and court ordered legal name change document, or any other legal document that establishes identity.

For a student who is under 11 years of age and [is] enrolling in your school for the first time, per the Texas Code of Criminal Procedure, Article 63.019, certain additional requirements related to the documentation of identity and age apply. Your school must notify the person enrolling the student that the person has up to 30 days from enrollment, or up to 90 days from enrollment for a child not born in the United States, to provide a certified copy of the child's birth certificate. If the person is unable to produce a certified copy of the birth certificate, the person must produce, within the same time period, other acceptable proof of the child's identity and age (see list from preceding paragraph) and a signed note explaining why the person [was] is unable to produce a certified copy of the birth certificate.

**DATE OF BIRTH** indicates the month, day, and year of the person's birth.

**GENERATION CODE SUFFIX** is an appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).

**SEX CODE** identifies the gender of the person.

**HISPANIC LATINO CODE** indicates a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**RACE ETHNICITY CODE** represents the general racial category which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies. The way this data element is listed, it must allow for multiple entries so that each individual can specify all appropriate races.

**ADA ELIGIBILITY CODE** indicates the eligibility status of the student as reflected in the attendance accounting records of the district. The ADA-ELIGIBILITY-CODE identifies the level of membership and Average Daily Attendance eligibility for a particular student.

**HOME LANGUAGE CODE** indicates the language spoken in the student's home most of the time, as determined by the student's home language survey (19 TAC §89.1215). The HOME-LANGUAGE-CODE is derived from the Home Language Survey question 1. (1) "What language is spoken in your home most of the time?"

**STUDENT LANGUAGE CODE** indicates the language spoken by the student most of the time, as determined by the student's home language survey (19 TAC §89.1215). The STUDENT-LANGUAGE-CODE is derived from the Home Language Survey question 2. (2) "What language does your child speak most of the time?"

**GRADE LEVEL CODE** indicates the current grade level of the student.

- Search Entry Point **"Maintain Student"**

**Student Demographics**

**Demographics**

State ID/SSN: [ ] Unique State ID: [ ]

Birthdate: \* 09-01-2002 [ ]

Current Age: 15 Sept 1 Age: 15

Last Name: \* Doe [ ] First Name: \* Janet [ ]

Middle Name: Ann [ ] Generation: [ ]

Gender: \* [ ] Other Name: Janet [ ]

Old Ethnicity: [ ]

Federal Ethnicity: \*  Hispanic/Latino  Not Hispanic/Latino  To Be Determined

Race:  American Indian or Alaska Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White  To Be Determined

Home Language: \* [ ] Student Language: \* [ ] Correspondence Language: [ ]

Birthplace City: [ ] Birthplace State: [ ]

Birthplace Country: [ ]

Original Entry Date: [ ] Original Entry Grade Level: [ ]

Date Entered 9th Grade: [ ] Cohort: [ ]

Prior Year School: [ ] Prior Year Grade Level: [ ]

Projected School: 002 Projected Grade Level: 10

Projected Calendar: 1

Next Campus: [ ] NY Address: [ ] Next Calendar ID: [ ]

Next Grade Level: [ ] NY Override:  Override: [ ]

Graduation Plan: [ ] Grad Date: [ ] College Entry Indicator: [ ]

Exclude from Online Registration?

Demographic Revision Needed

Save and Continue Clear Download IREX file Student Self Serve Return to Search Maintain SSN/State ID

**LEAVER REASON CODE** indicates the reason a prior year student in grade 7-12 student has not enrolled in the district during the current school year. A school leaver who is not enrolled in the LEA in the school-start window of the current year is reported with a LEAVERREASON-CODE. Students who finished the school year and did not return in the fall within the school-start window are also reported with a LEAVER-REASON-CODE unless the student is identified by TEA as:

1. Having earned a GED certificate at a Texas examination site by August 31st,
2. Students considered school-year movers because they enrolled in other Texas public school LEAs, or
3. Accounted for by other state reconciliation processes.

Students reported with a LEAVER-REASON-CODE of 01 must also have valid entries for DATE-OFGRADUATION, GRADUATION-TYPE-CODE, and INDIVIDUAL-GRADUATION-COMMITTEE-GRADUATECODE.

## WITHDRAWING AN ENROLLED STUDENT ON TEAMS

- Search Entry Point **“Withdraw”**

The screenshot shows a search interface with the following elements:

- Search Criteria** section with a 'Search Results' tab.
- Campus:** A dropdown menu with a red star icon.
- Fiscal Year:** A dropdown menu.
- Last Name:** Text input field.
- First Name:** Text input field.
- Birthdate:** Text input field.
- OR** separator.
- Local ID:** Text input field.
- OR** separator.
- SSN/State ID:** Text input field.
- Radio buttons for **Begins With** (selected) and **Exact**.
- A green **Search** button with a magnifying glass icon.

- Select the Campus to search from the drop-down list.
- Enter the student's Local ID
- Click the Search button. Students matching your search criteria are listed on the Search Results tab.
- In the Matching Students panel, click to highlight the student to withdraw.
- Click the Withdraw button. The Withdraw Enrollment tab is displayed with the student’s enrollment history in the Enrollment Records panel.

The screenshot shows the 'Withdraw Enrollment' form with the following details:

- Withdraw Enrollment** tab selected.
- Campus:** Dropdown menu.
- Calendar:** Traditional.
- Withdraw Date:** Text input field with a calendar icon and a red star icon.
- Leave Reason:** Dropdown menu with a red star icon.
- Leave Comment:** Text area with a checkmark icon and a character count: 'Characters remaining: 500 (500 max)'.
- Print** and **Withdraw** buttons.
- Enrollment Records** table with 1 Record:

Academic Year	School	Calendar ID	Grade Level	ADA Eligibility	Entry Date	Entry Code	Withdraw Date	Leave Reason	Enrollment Status
2018	001	1	10		08-28-2017				E

At the bottom, there are buttons for **Download IREX file**, **Return to Search**, and **Return to Search Results**.

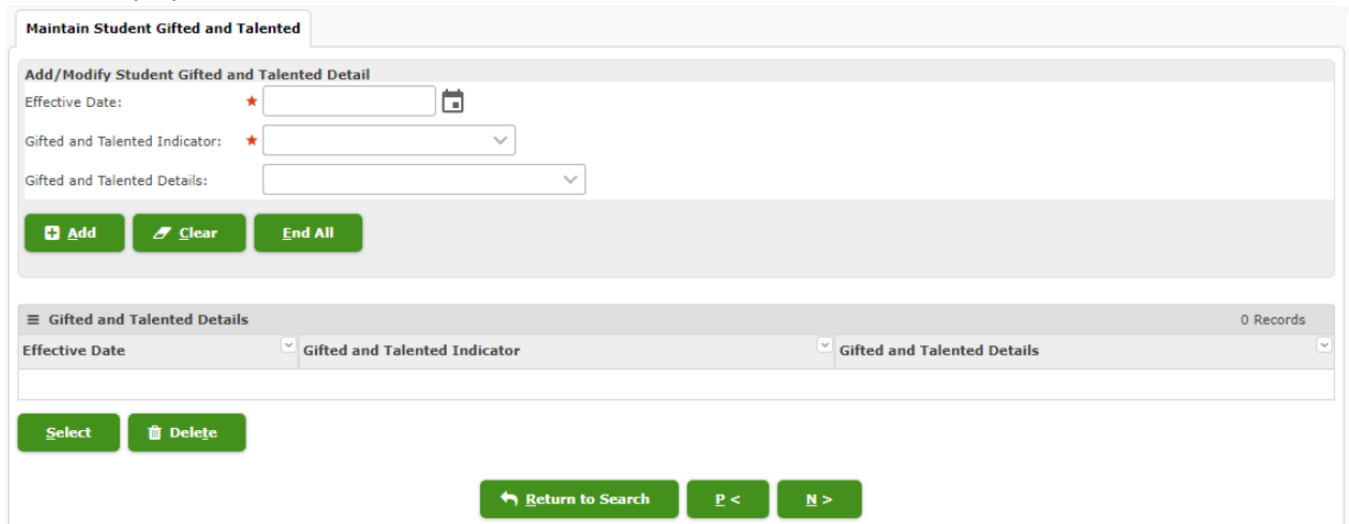
- Enter the student's Withdraw Date, or click the icon to select it from the calendar.
- Select the Leave Reason from the drop-down list.
- In the Leave Comment field, enter a brief comment explaining the reason for the student's withdrawal.
- Click the Withdraw button.
- Click the Yes button to continue.

## GIFTED TALENTED INDICATOR CODE

Indicates whether the student is participating in a state-approved gifted and talented program.

### ADDING GIFTED AND TALENTED ON TEAMS

- Search Entry Point **“Student Gifted and Talented Search “**
- Select the Campus to search from the drop-down list.
- Select the Fiscal Year from the drop-down list.
- Select one of the following **Search By** options and complete the fields specific to that option:
- Enter the student's **Local ID**.
- Click the Search button. The results matching your search criteria are displayed on the Student Gifted and Talented Search page.
- Highlight the student name to select it and click the Select button. The Maintain Student Gifted and Talented tab is displayed.



The screenshot displays the 'Maintain Student Gifted and Talented' interface. It features a form titled 'Add/Modify Student Gifted and Talented Detail' with the following fields: 'Effective Date' (with a calendar icon), 'Gifted and Talented Indicator' (a dropdown menu), and 'Gifted and Talented Details' (a dropdown menu). Below the form are three buttons: 'Add', 'Clear', and 'End All'. Underneath is a table with the following columns: 'Effective Date', 'Gifted and Talented Indicator', and 'Gifted and Talented Details'. The table currently shows '0 Records'. Below the table are 'Select' and 'Delete' buttons. At the bottom of the interface are three buttons: 'Return to Search', 'P <', and 'N >'.

- Enter the **Effective Date** for the details you are entering, or click the icon to select the date from the calendar.

## IMMIGRANT INDICATOR CODE

Indicates whether the student is an identified immigrant under the definition found under Title III of the No Child Left Behind Act of 2001 (NCLB), where the term 'immigrant children and youth' is defined as, "individuals who are aged 3 through 21; were not born in any state; and have not been attending one or more schools in any one or more states for more than 3 full academic years. The term 'State' means each of the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico.

### ADDING IMMIGRANT INFORMATION ON TEAMS

- Search Entry Point **“Student Immigrant Search”**
- Select the Campus to search from the drop-down list.
- Select the Fiscal Year from the drop-down list.

- Enter **Local ID**: Enter the student's **Local ID**.
- Click the Search button. The results matching your search criteria are displayed on the Student Immigrant Search page.
- Highlight the student name to select it and click the Select button. The Maintain Student Immigrant tab is displayed.

- Enter the **Effective Date** for the details you are entering, or click the icon to select the date from the calendar.

## MIGRANT INDICATOR CODE

Indicates whether the student (ages 3-21) is, or the student's parent, spouse, or guardian is a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent, spouse, or guardian in order to obtain, temporary or seasonal employment in agricultural or fishing work:

1. has moved from one school district to another; or
2. resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

Migrant students who have a MIGRANT-INDICATOR-CODE of 1 must have a current Certificate of Eligibility (COE) on file at the LEA or regional education service center completed and signed by an individual trained by the Texas Migrant Education Program (MEP).

## ADDING MIGRANT INFORMATION ON TEAMS

- Search Entry Point **“Student Migrant Search”**
- Select the Campus to search from the drop-down list.
- Select the Fiscal Year from the drop-down list.
- Enter the student's **Local ID**.
- Click the Search button.
- Highlight the student name to select it and click the Select button. The Maintain Student Migrant tab is displayed.



**Maintain Student Migrant**

**Add/Modify Student Migrant Detail**

Effective Date:

Migrant Indicator:

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**Student Migrant Details** 0 Records

Effective Date  Migrant Indicator

## FOSTER CARE INDICATOR CODE

Indicates whether a student is in the conservatorship of the Department of Family and Protective Services (DFPS) currently, or for certain students that were previously in the conservatorship of DFPS.

The general term “foster care” for education purposes includes all students in the managing conservatorship (legal custody) of the Texas Department of Family and Protective Services (DFPS). This includes students placed by DFPS with a Kinship caregiver, when the child remains in the legal custody of Texas DFPS. The Texas Legislature only authorized TEA permission to collect the “foster care” status of students in Texas DFPS Managing Conservatorship. Students in foster care from other states must not be reported as foster care for PEIMS reporting purposes.

## ADDING A FOSTER CARE INDICATOR CODE ON TEAMS

- Select the Student Foster Care Search link to display the Student Foster Care Search page.
- Select the Campus to search from the drop-down list.  
If you have security access to multiple campuses, you can select All to search all your campuses.
- Select the Fiscal Year from the drop-down list.
- **Local ID:** Enter the student's **Local ID**.
- Click the Search button. The results matching your search criteria are displayed on the Student Foster Care Search page.
- Highlight the student name to select it and click the Select button. The Maintain Student Foster Care tab is displayed.

**Maintain Student Foster Care**

**Add/Modify Student Foster Care Detail**

Fiscal Year:

Foster Care Indicator:

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**Student Foster Care Details** 0 Records

Fiscal Year  Foster Care Indicator

- Select the Fiscal Year from the drop-down list. The current year is the default.

- In the **Foster Care Indicator** field, select the appropriate code.
- Click the Add button.

## EARLY READING INDICATOR CODE

Indicates whether a student is reading on grade level or is not reading on grade level as a result of reading difficulties or having dyslexia as indicated by the administered reading instrument. The EARLY-READING-INDICATOR-CODEs 1, 2, and 3 only apply to students in grades KG, 01, and 02. Students enrolled in all other grade levels should be reported with a blank or not reported. For Submission 1: report grade level reading status based on the Beginning of Year assessment results.

### ADDING AN EARLY READING INDICATOR CODE IN TEAMS

- Search Entry Point “**Maintain Early Reading Indicator Codes**”

**Add/Edit Early Reading Indicator Code**

Name:

Label:

Start Date:

End Date:

State Code:

+ Add Clear

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**Early Reading Indicator Codes** 3 Records ▾

Name	Label	Begin Date	End Date	State Code
Eligible	1	08-27-2012	12-12-9999	1
Not Eligible	2	08-27-2012	12-12-9999	2
Not Assessed	3	08-27-2012	12-12-9999	3

Edit Delete

- In the **Name** field, enter a unique description for the early reading code.
- In the **Label** field, enter a short label to use for the code.
- Enter a **Start Date** for the code, or click the icon to select it from the calendar.
- Enter an **End Date** for the code, or click the icon to select it from the calendar.
- Select the **State Code** from the drop-down list, if applicable.
- Click the **Add** button. The new code is added to the Early Reading Indicator Codes list.

#### Editing an Early Reading Indicator Code

To edit an existing code, select the code in the Early Reading Indicator Codes list and click the **Edit** button. The Name field cannot be edited. The Start Date cannot be changed to a later date or the End Date cannot be changed to an earlier date if it will cause a Student Date Tracked value for “Early Reading Indicator” to have an effective date that does not fall within the new range. Click the **Save** button to save the changes.

#### Deleting an Early Reading Indicator Code

To delete a code, select the code in the Early Reading Indicator Codes list and click the **Delete** button. In the Confirmation box that is displayed, click the **Yes** button to proceed with the deletion. The deletion is not allowed if a Student Date Tracked value exists for the code.

1	Student is eligible for accelerated reading instruction as indicated by the administered reading instrument on the commissioner's list or approved by district committee under TEC 28.006. (For grades KG, 01, and 02 only)
2	Student is not eligible for accelerated reading instruction as indicated by the administered reading instrument on the commissioner's list or approved by district committee under TEC 28.006. (For grades KG, 01, and 02 only)
3	Student was not assessed. (For grades KG, 01, and 02 only)

## DYSLEXIA INDICATOR CODE

Indicates whether a student is identified as having dyslexia or related disorders as defined in TEC §42.006. "Dyslexia" means a disorder of constitutional origin manifested by a difficulty in learning to read, write, or spell, despite conventional instruction, adequate intelligence, and sociocultural opportunity. "Related disorders" includes disorders similar to or related to dyslexia, such as developmental auditory imperceptions, dysphasia, specific developmental dyslexia, developmental dysgraphia, and developmental spelling disability.

### ADDING DYSLEXIA INFORMATION ON TEAMS

- Search Entry Point **“Student Dyslexia Search”**
- Select the Campus to search from the drop-down list.
- Select the Fiscal Year from the drop-down list.
- Enter the student's **Local ID**.
- Click the Search button. The results matching your search criteria are displayed on the Student Dyslexia Search page.
- Highlight the student name to select it and click the Select button. The Maintain Student Dyslexia tab is displayed.

- Enter the **Effective Date** for the details you are entering, or click the icon to select the date from the calendar.
- Click the Add button.

## INTERVENTION STRATEGY INDICATOR CODE

Indicates that a student enrolled at the campus participated in an intervention strategy at any time during the school year.

### ADDING AN INTERVENTION INDICATOR ON TEAMS

- Search Entry Point **“Student Intervention Strategy Search”**

- Select the Campus to search from the drop-down list.
- Select the **Fiscal Year** from the drop-down list.
- Enter **Local ID**: Enter the student's **Local ID**.
- Click the Search button. The results matching your search criteria are displayed on the Student Intervention Strategy Search page.
- Highlight the student name to select it and click the Select button. The Maintain Student Intervention tab is displayed.

- Enter the **Effective Date** for the details you are entering, or click the icon to select the date from the calendar.

## SECTION 504 INDICATOR CODE

Indicates that a student received assistance through either an aid, accommodation, or service under Section 504 Rehabilitation Act of 1973 at any time during the school year.

## ADDING 504 SERVICES INFORMATION ON TEAMS

- Search Entry Point "**Student 504 Services Search**"
- Select the Campus to search from the drop-down list.
- Select the Fiscal Year from the drop-down list.
- Enter **Local ID**: Enter the student's **Local ID**.
- Click the Search button. The results matching your search criteria are displayed on the Student 504 Services Search page.
- Highlight the student name to select it and click the Select button. The Maintain Student 504 Services tab is displayed.

- Enter the **Effective Date** for the services you are entering, or click the icon to select the date from the calendar.
- Select the **504 Indicator** from the drop-down list.
- In the **Reason Code** field, select reason(s) for the student's participation in the 504 program from the drop-down list. This is a multiple select field.
- Click the Add button.

## ASSOCIATE DEGREE INDICATOR CODE

Indicates that the student earned an associate degree prior to graduation from high school. An associate degree is defined as an award that normally requires at least 2 but less than 4 years of full-time equivalent college work in a grouping of courses designed to lead the individual directly to employment in a specific career or to transfer to an upper-level baccalaureate program. This specifically refers to the associate of arts, associate of science, associate of applied arts, associate of applied science, associate of arts in teaching, and associate of occupational studies degrees. The term "applied" in an associate degree name indicates a program in which the content is primarily technical. Schools should not wait to report the associate degree information at the point of graduation if the student earns the associate degree prior to graduation.

## CRISIS CODE

Indicates a state health or weather-related event that impacts a group of students, and may require additional funding, educational, or social services. The event may or may not cause the student to leave the LEA or campus of residence. A crisis event is designated by the Commissioner of Education.

This data is reported based on code table C178, which is populated as events occur that will require state reporting. If the commissioner of education declares a crisis, then this data must be reported for the affected students based on the guidance from TEA. Otherwise, if a student is not affected by a declared crisis, then this field may be left blank. This data may be used for determining special funding and/or accountability measures.

A student with a CRISIS-CODE should be reported with that code for the remainder of the school year.

## ADDING CRISIS INFORMATION ON TEAMS

- Search Entry Point **"Student Crisis Codes Search"**

**Student Crisis Codes Search**

Select Campus & Fiscal Year

Campus:  Fiscal Year:

**Search Criteria**

Search By:  Name  Local ID  Filter Students

Local ID:

Include Past Year Students?  Yes  No

Status:  All  Enrolled  Not Enrolled

Students											0 Records
Name	Local ID	Gn	Birth Date	Prj/Next Sch	Prj/Next GL	Enr Sch	Enr GL	Enroll/Wdraw Date	Status		

- Next, select the **Campus** to search from the drop-down list. If you have security access to multiple campuses, you can select "All" to search all your campuses.
- Select the **Fiscal Year**.

- Enter student Local ID
- Click the Search button. The results matching your search criteria are displayed on the Student 504 Services Search page.
- Highlight the student name to select it and click the Select button. The Maintain Student 504 Services tab is displayed.

**Maintain Student Crisis Codes**

**Add/Modify Student Crisis Codes Detail**

Effective Date: \*

Student Crisis:

Student Crisis 2:

Student Crisis 3:

Student Crisis 4:

Student Crisis 5:

**Student Crisis Codes Details** 1 Record

Effective Date	Student Crisis	Student Crisis 2	Student Crisis 3	Student Crisis 4	Student Crisis 5
09-24-2020	8A				

- Click the **Add** button.

## ECONOMIC DISADVANTAGE CODE

Indicates the student's economic disadvantage status. Each Texas public school that is required to report student enrollment data through the Texas Student Data System (TSDS) is required to determine and report the economic disadvantage status of each student reported.

### ADDING ECONOMIC DISADVANTAGE INFORMATION ON TEAMS

- Search Entry Point "Student Economic Disadvantage Search"
- Select the Campus to search from the drop-down list.
- Select the Fiscal Year from the drop-down list.
- Enter the student's **Local ID**.
- Click the Search button. The results matching your search criteria are displayed on the Student Economic Disadvantage Search page.
- Highlight the student name to select it and click the Select button. The Maintain Student Economic Disadvantage tab is displayed.

**Maintain Student Economic Disadvantage**

**Add/Modify Student Economic Disadvantage Detail**

Effective Date: \*

Economic Disadvantage 1 Indicator:

Economic Disadvantage 2 Indicator:

**Student Economic Disadvantage Details** 0 Records

Effective Date	Economic Disadvantage Indicator 1	Economic Disadvantage Indicator 2

- Enter the **Effective Date** for the details you are entering, or click the icon to select the date from the calendar.
- In the **Economic Disadvantage 1 Indicator** field, select the first applicable economic disadvantage indicator from the drop-down list.
- In the **Economic Disadvantage 2 Indicator** field, select the second applicable economic disadvantage indicator from the drop-down list.
- Click the Add button.

## IEP CONTINUER INDICATOR CODE

Indicates whether a student a) is at least 18 years of age as of September 1 of the school year as reported for the Fall semester PEIMS submission of the current year and has satisfied the credit requirements for high school graduation, b) has not completed his or her individualized education program under 19 TAC Section 89.1070 (b) (2) and the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.), and c) is enrolled and receiving individualized education program services. A student who is reported as an IEP Continuer should not also be reported as a graduate.

## STAR OF TEXAS INDICATOR CODE

Indicates that the student is eligible for free public pre-kindergarten because they are the child of a person awarded the Star of Texas Award.

If an individual has a pre-kindergarten-aged child and has been nominated, but not notified as an honoree prior to the current school year, an individual may make a request to the Office of Early Childhood Education to make an eligibility determination based on the nomination submitted for review to the Criminal Justice Division.

Eligibility is defined as a person who has been awarded the Star of Texas Award and has presented as proof, one of the following pieces of documentation:

1. Resolution Certification
2. Letter from the Governor
3. Letter from local representative (State representative from the Texas House or Senate)

Additional information regarding the Star of Texas Awards, including a link to past honorees, is located at [https://gov.texas.gov/organization/cjd/topic\\_staroftexas](https://gov.texas.gov/organization/cjd/topic_staroftexas).

## ADDING A STAR OF TEXAS INDICATOR ON TEAMS

- Search Entry Point **“Student Star of Texas Search”**
- Select the Campus to search from the drop-down list.
- Select the Fiscal Year from the drop-down list.
- Enter the student's **Local ID**.
- Click the Search button. The results matching your search criteria are displayed on the Student Star of Texas Search page.
- Highlight the student name to select it and click the Select button. The Maintain Student Star of Texas tab is displayed.

- Select the Fiscal Year from the drop-down list. The current year is the default.
- In the **Star of Texas Indicator** field, select the appropriate code.
- Click the Add button.

## PK ELIGIBLE PREVIOUS YEAR INDICATOR CODE

Indicates whether a four-year-old student is eligible for enrollment in a prekindergarten class because they were eligible for enrollment at the age of three in the previous school year.

This code should only be used to indicate a student is eligible for prekindergarten if they are not eligible for prekindergarten through any other eligibility criteria: • Limited English proficient (LEP)/English learner (EL) • Economically Disadvantaged • Military Connected • Foster Care • Homeless • Child of a person awarded the Star of Texas Award.

## CAREER AND TECHNICAL INDICATOR CODE

Indicates whether the student is enrolled in a state-approved career and technical education course as an elective, or as a participant in the district's career and technical coherent sequence of courses. When assigning the CAREER-AND-TECHNICAL-ED-IND-CD, all Career and Technical Education courses are considered, regardless of course funding weight.


## ADDING CAREER AND TECHNOLOGY INFORMATION ON TEAMS


- Search Entry Point **“Student Career and Technology Search”**
- Select the Campus to search from the drop-down list.
- Select the Fiscal Year from the drop-down list.
- Enter the student's **Local ID**.
- Click the Search button. The results matching your search criteria are displayed on the Student Career and Technology Search page.
- Highlight the student name to select it and click the Select button. The Maintain Student Career and Technology tab is displayed.





**Maintain Student Career and Technology**


**Add/Modify Student Career and Technology Detail**


Effective Date:  


Career and Technology Indicator:  


Single Parent Pregnant Teen:  

Work Study Support Services:  

Day Care Support Services:  

Transportation Support Services:  

Displaced Homemaker:  

4 Year Plan:  

- Enter the **Effective Date** for the details you are entering, or click the icon to select the date from the calendar.

Career and Technical Indicator Code	
1	<p><b>Enrolled In A CTE Course</b>            A student in grades 6-8 who is taking a CTE course as of the fall snapshot date or completed a CTE course by the end of the school year. A student in grades 9-12 who is taking a CTE course as of the fall snapshot date or completed a CTE course by the end of the school year, and the student's 4-year plan of study does not outline a coherent sequence of courses in CTE</p>
2	<p><b>Participant In A Coherent Sequence Of Courses</b>            A student in grades 9-12 who is enrolled in a sequential course of study, which develops occupational knowledge, skills, and competencies relating to a CTE program of study. The student must have a 4-year plan of study to take 2 or more CTE courses for 3 or more credits</p>

## POST SECONDARY CERTIFICATION LICENSURE CODE

Indicates a nationally or internationally recognized business or industry certification or license earned by a student. The industry certifications are limited to the choices in code table C214.

### Adding a Certification/License Performance Acknowledgment on TEAMS

- Click the **Student Certifications/Licenses** link to display the Search Students tab.
- In the **Course/Section** field, select the course/section for which to locate students. All your assigned sections for the fiscal year are available for selection.
- Click the **Search** button. The Schedule Students list is displayed with all students scheduled in the selected course/section, as well as any child course/section, with a course request status of F or D/W if the end date on the class record equals the term end date.
- Select the student and click the **Select** button to display the Certifications/License tab.
- In the **Code** field, select the next available Certification/License number.
- In the **Certificate/License** field, select the specific certificate or license.
- If the student has met the performance acknowledgment, enter the date he or she met it in the **Met Date** field or click the icon to select it from the calendar.
- If the student has not met the performance acknowledgment, enter the **Latest Assessment Date (Not Met)** or click the icon to select the date from the calendar.
- Enter any **Comment** about the performance acknowledgment.
- Click the **Add** button. The acknowledgment is added to the Performance Acknowledgments list.

Use the P< (Previous) and N> (Next) buttons to navigate quickly through records for the students in your search results. When you click the P< or N> buttons, the tab on which you are working is redisplayed with records for either the previous or next student. The student header is redisplayed to show the name, Local ID, and other information for the student

#### Editing a Certification/License

You can modify any field for a saved certification/license performance acknowledgement except the Code field. To edit a certification/license, select it and click the **Edit** button. Modify the fields as necessary and click the **Save** button.

#### Deleting a Certification/License

To delete a certification/license performance acknowledgment, select it and click the **Delete** button. A Confirmation box is displayed asking you to confirm the deletion. Click the **Yes** button to proceed with the deletion.

### INDIVIDUAL GRADUATION COMMITTEE GRADUATE CODE

Indicates whether a student for whom an IGC was established has graduated based on an IGC decision.

### MILITARY CONNECTED STUDENT CODE

Indicates a student enrolled in a school district or open enrollment charter school who is a dependent of an active duty or former member of the United States military, the Texas National Guard, or a reserve force of the United States military, or who is a dependent of a member of the United States military, the Texas National Guard, or a reserve force of the United States military who was killed in the line of duty.

The MILITARY-CONNECTED-STUDENT-CODE is reported only for students in grades PK-12. The Interstate Compact on Military Students only pertains to students in grade levels KG-12 and students in grade level PK to determine eligibility for participation in the Prekindergarten program.

### ADDING A MILITARY CONNECTED INDICATOR ON TEAMS

- Search Entry Point "**Student Military Connected Search**".
- Select the Campus to search from the drop-down list.
- Select the Fiscal Year from the drop-down list.
- Enter the student's **Local ID**.
- Click the Search button. The results matching your search criteria are displayed on the Student Military Connected Search page.
- Highlight the student name to select it and click the Select button. The Maintain Student Military Connected tab is displayed.

**Maintain Military Connected Student**

**Add/Modify Military Connected Student Detail**

Fiscal Year: ★ 2018 ▼

Military Connected Student Code: ★ ▼

**Add** **Clear**

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**Military Connected Student Details** 0 Records

Fiscal Year ▼ Military Connected Student Code ▼

**Select** **Delete**

**Return to Search** **P <** **N >**

- Select the **Fiscal Year** from the drop-down list. The current year is the default.
- In the **Military Connected Student Code** field, select the appropriate code.
- Click the Add button.

Military Connected Student Code	
1	Student in grade KG – 12 is a dependent of an active duty member of the United States military
2	Student in grade KG – 12 is a dependent of a current member of the Texas National Guard (Army, Air Guard, or State Guard)
3	Student in grade KG – 12 is a dependent of a current member of a reserve force in the United States military
4	Pre-kindergarten student is: 1) a dependent of an active duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who is ordered to active duty by proper authority, or 2) is the child of a member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who was injured or killed while serving on active duty. Note: A student remains eligible for enrollment if the child’s parent leaves the armed forces or is no longer on active duty after the child begins a prekindergarten class.
5	Student in grade KG – 12 is a dependent of a former member of one of the following: - the United States military - the Texas National Guard (Army, Air Guard, or State Guard) - a reserve force in the United States military
6	Student in grade KG – 12 was a dependent of a member of a military or reserve force in the United States military who was killed in the line of duty

## MILITARY ENLISTMENT INDICATOR CODE

Indicates that a student leaver enlisted in the United States Armed Forces.

## SSI PROMOTION RETENTION CODE

Indicates whether the student was promoted or retained as a result of participation in the Student Success Initiative (SSI).

<b>SSI-Promotion-Retention-Code</b>	
<b>03</b>	5th Grade Student In Previous School Year Did Not Perform Satisfactorily On The Reading Assessment Instrument And Is Promoted To 6th Grade Or Higher In Current School Year By Decision Of His Or Her Grade Placement Committee Even Though The Student Did Not Meet The SSI Requirements (for students enrolled in 5th grade in 2004-2005 and thereafter)
<b>04</b>	5th Grade Student In Previous School Year Did Not Perform Satisfactorily On The Reading Assessment Instrument And Is Retained In 5th Grade In Current School Year Because SSI Requirements Were Not Met (for students enrolled in 5th grade in 2004-2005 and thereafter)
<b>05</b>	5th Grade Student In Previous School Year Did Not Perform Satisfactorily On The Mathematics Assessment Instrument And Is Promoted To 6th Grade Or Higher In Current School Year By Decision Of His Or Her Grade Placement Committee Even Though The Student Did Not Meet The SSI Requirements (for students enrolled in 5th grade in 2004-2005 and thereafter)
<b>06</b>	5th Grade Student In Previous School Year Did Not Perform Satisfactorily On The Mathematics Assessment Instrument And Is Retained In 5th Grade In Current School Year Because SSI Requirements Were Not Met (for students enrolled in 5th grade in 2004-2005 and thereafter)
<b>07</b>	5th Grade Student In Previous School Year Did Not Perform Satisfactorily On The Reading And Mathematics Assessment Instruments And Is Promoted To 6th Grade Or Higher In Current School Year By Decision Of His Or Her Grade Placement Committee Even Though The Student Did Not Meet The SSI Requirements (for students enrolled in 5th grade in 2004-2005 and thereafter)
<b>08</b>	5th Grade Student In Previous School Year Did Not Perform Satisfactorily On The Reading And Mathematics Assessment Instruments And Is Retained In 5th Grade In Current School Year Because SSI Requirements Were Not Met (for students enrolled in 5th grade in 2004-2005 and thereafter)
<b>09</b>	8th Grade Student In Previous School Year Did Not Perform Satisfactorily On The Reading Assessment Instrument And Is Promoted To 9th Grade Or Higher In Current School Year By Decision Of His Or Her Grade Placement Committee Even Though The Student Did Not Meet The SSI Requirements (for students enrolled in 8th grade in 2007-2008 and thereafter)
<b>10</b>	8th Grade Student In Previous School Year Did Not Perform Satisfactorily On The Reading Assessment Instrument And Is Retained In 8th Grade In Current School Year Because SSI Requirements Were Not Met (for students enrolled in 8th grade in 2007-2008 and thereafter)
<b>11</b>	8th Grade Student In Previous School Year Did Not Perform Satisfactorily On The Mathematics Assessment Instrument And Is Promoted To 9th Grade Or Higher In Current School Year By Decision Of His Or Her Grade Placement Committee Even Though The Student Did Not Meet The SSI Requirements (for students enrolled in 8th grade in 2007-2008 and thereafter)
<b>12</b>	8th grade student in previous school year did not perform satisfactorily on the Mathematics assessment instrument and is retained in 8th grade in current school year because SSI requirements were not met (for students enrolled in 8th grade in 2007-2008 and thereafter)
<b>13</b>	8th Grade Student In Previous School Year Did Not Perform Satisfactorily On The Reading And Mathematics Assessment Instruments And Is Promoted To 9th Grade Or Higher In Current School Year By Decision Of His Or Her Grade Placement Committee Even Though The Student Did Not Meet The SSI Requirements (for students enrolled in 8th grade in 2007-2008 and thereafter)
<b>14</b>	8th Grade Student In Previous School Year Did Not Perform Satisfactorily On The Reading And Mathematics Assessment Instruments And Is Retained In 8th Grade In Current School Year Because SSI Requirements Were Not Met (for students enrolled in 8th grade in 2007-2008 and thereafter)

## AT RISK INDICATOR CODE


Indicates whether a student is currently identified as “at-risk” of not meeting standards or dropping out of school using state-defined criteria (TEC §29.081, Compensatory and

## ADDING AT RISK INFORMATION ON TEAMS

- Search Entry Point “**Student At Risk Search**”
- Select the Campus to search from the drop-down list.
- Select the Fiscal Year from the drop-down list.
- Search with student's **Local ID**.
- Click the Search button.
- Highlight the student name to select it and click the Select button. The Maintain Student At-Risk tab is displayed.




**Maintain Student At-Risk** Additional At Risk Info

**Add/Modify Student At-Risk Detail**

Effective Date:  



At-Risk Indicator:




At-Risk Reasons:

**Student At-Risk Details** 0 Records

Effective Date	At-Risk Indicator	At-Risk Reasons
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- Enter the **Effective Date** for the details you are entering, or click the icon to select the date from the calendar.
- Select the **At-Risk Indicator** from the drop-down list.
- In the **At Risk Reasons** field, select the At-Risk reason(s) from the drop-down list. This is a multiple select field.
- Click the **Add** button.

Local criteria are not included in this indicator code.

Code	At- Risk Definition
V001	<u>was</u> not advanced from one grade level to the next for one or more school years; [excludes prekindergarten or kindergarten students who were not advanced as a result of a documented request by the student's parent under TEC 29.081 (d-1).]
002	is in grade 7, 8, 9, 10, 11, or 12 and did not maintain an average equivalent to 70 on a scale of 100 in two or more subjects in the foundation curriculum during a semester in the preceding or current school year or is not maintaining such an average in two or more subjects in the foundation curriculum in the current semester;
V003	3. did not perform satisfactorily on an assessment instrument administered to the student under TEC Subchapter B, Chapter 39, and who has not in the previous or current school year subsequently performed on that instrument or another appropriate instrument at a level equal to at least 110 percent of the level of satisfactory performance on that instrument;
V004	is in prekindergarten, kindergarten or grade 1, 2, or 3 and did not perform satisfactorily on a readiness test or assessment instrument administered during the current school year;
005	is pregnant or is a parent;
006	has been placed in an alternative education program in accordance with TEC §37.006 during the preceding or current school year;
007	has been expelled in accordance with TEC §37.007 during the preceding or current school year;
008	is currently on parole, probation, deferred prosecution, or other conditional release;
009	was previously reported through the Public Education Information Management System (PEIMS) to have dropped out of school;
010	is a student of limited English proficiency, as defined by TEC §29.052;
011	is in the custody or care of the Department of Family and Protective Services or has, during the current school year, been referred to the department by a school official, officer of the juvenile court, or law enforcement official;
012	is homeless, as defined by 42 U.S.C. Section 11434 (a), and its subsequent amendments;
013	resided in the preceding school year or resides in the current school year in a residential placement facility in the district, including a detention facility, substance abuse treatment facility, emergency shelter, psychiatric hospital, halfway house, cottage home operation, specialized child-care home, or general residential operation; or
014	<u>has</u> been incarcerated or has a parent or guardian who has been incarcerated, within the lifetime of the student, in a penal institution as defined by Section 1.07, Penal Code.

## HOMELESS STATUS CODE

This code is used to identify and report all the students that have experienced homelessness at some point during the school year. If a student is identified as homeless, but later in the same school year enters permanent housing, this Homeless Status 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

This code is to be used by all districts to identify and report whether or not a homeless student is unaccompanied (not in the physical custody of a parent or legal guardian), and if unaccompanied, whether or not they received services under the McKinney-Vento program at any time during the school year.

### ADDING A HOMELESS/UNACCOMPANIED YOUTH INDICATOR ON TEAMS

- Search Entry Point “Student Homeless/Unaccompanied Youth Status Search”
- Select the Campus to search from the drop-down list.
- Select the Fiscal Year from the drop-down list.
- Enter the student's **Local ID**.
- Click the Search button.
- Highlight the student name to select it and click the Select button. The Maintain Student Homeless/Unaccompanied Youth Status tab is displayed.

**Maintain Student Homeless/Unaccompanied Youth Status**

**Add/Modify Homeless//Unaccompanied Youth Status Detail**

Effective Date: \*

Homeless Status:

Unaccompanied Youth Status:

Status:

Homeless Resources:

**Add** **Clear** **End All**

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**Student Homeless//Unaccompanied Youth Status Details** 0 Records

Effective Date  Homeless Status  Unaccompanied Youth Status  Homeless Resources

**Select** **Delete** **Return to Search** **P <** **N >**

- Enter the **Effective Date** for the details you are entering, or click the icon to select the date from the calendar.
- In the **Homeless Status** field, select the homeless status, if applicable.
- In the **Unaccompanied Youth Status** field, select the unaccompanied youth status, if applicable.
- Use the **Homeless Resources** field to record any applicable resources given to the student. This is a multiple select field.
- Click the Add button.

## UNSCHOOLED ASYLEE/REFUGEE CODE

Indicates whether a student's initial enrollment in a school in the United States in grades 7 through 12 was as an unschooled asylee or refugee.


Unschooled Asylee/Refugee Code	
1	Refugee: Individual who has refugee status as defined by TEC Section 39.027(a-1)
2	Asylee: Individual who has been granted asylum as defined by TEC Section 39.027(a-1)

## ADDING IMMIGRANT INFORMATION ON TEAMS

- Search Entry Point **“Student Immigrant Search”**
- Select the Campus to search from the drop-down list.
- Select the Fiscal Year from the drop-down list.
- Enter the student's **Local ID**.
- Click the Search button. The results matching your search criteria are displayed on the Student Immigrant Search page.
- Highlight the student name to select it and click the Select button. The Maintain Student Immigrant tab is displayed.

**Maintain Student Immigrant**

**Add/Modify Student Immigrant Detail**

Effective Date:  

Immigrant Indicator:

UnSchooled-Asylee/Refugee:

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**Student Immigrant Details** 0 Records

Effective Date  Immigrant Indicator  UnSchooled-Asylee/Refugee

- Enter the **Effective Date** for the details you are entering, or click the icon to select the date from the calendar.
- In the **Immigrant Indicator** field, select the appropriate indicator from the drop-down list.
- In the **UnSchooled Asylee/Refugee** field, select an asylee/refugee code, if applicable.
- Click the Add button.

The Student Assessment Division’s definition applies for purposes of the statewide assessment program. The PEIMS definition is used to identify exclusions in the calculation of dropout and completion rates.

Families needing written documentation that a student meets Refugee status for PEIMS reporting purposes can contact the U.S. Office of Refugee Resettlement for assistance ([www.acf.hhs.gov/programs/orr/](http://www.acf.hhs.gov/programs/orr/)). Assistance is also available from the Office of Immigration and Refugee Affairs at the Texas Health and Human Services Commission (512) 206-5033.

## CAMPUS ID OF RESIDENCE

Indicates the unique campus identification number corresponding to the campus attendance area in which the student currently resides.

The CAMPUS-ID-OF-RESIDENCE is reported for all charter school and school district students who are not regular residents of that school district. This includes: • legally transferred students, • Public Education Grant (PEG) students, • students enrolled in open enrollment charter schools, • students served in a Juvenile Justice Alternative Education Program (JJAEP), • students served by the Texas School for the Deaf (TSD), • students served by the Texas School for the Blind and Visually Impaired (TSBVI), • students enrolled in South Texas ISD, • students who live outside the boundaries of the state of Texas, and • students that do not regularly reside in the district but are court ordered to a Texas Juvenile Justice Department (TJJD) facility or a residential treatment center facility.

## STUDENT ATTRIBUTION CODE

This code is a characteristic of a student relating to their individual enrollment circumstances.

It indicates whether the student: • attends an open enrollment charter school; • is served in a juvenile justice alternative education program (JJAEP); • attends school in the district through a Public Education Grant (PEG); • attends school by means of a transfer between LEAs; • attends school in the district, lives outside the boundaries of the state of Texas, and therefore is not an inter district transfer; • lives in Texas but outside district boundaries and is served in a juvenile preadjudication secure detention facility or a juvenile post-adjudication secure correctional facility; • lives in Texas but outside district boundaries and is served in a residential treatment center; • is served by the Texas School for the Deaf as a parent referral; • is enrolled in South Texas ISD (031-916); • is a student with a



disability enrolled by their parent(s) in a private school (including a home school) but who receives special education and/or related services from the public school district under an individualized services plan (ISP); or • is a child of a charter school employee.

## CAMPUS IF OF ACCOUNTABILITY

Indicates the campus to which a student’s attendance and/or leaver accountability data are attributed for campus accountability purposes. This field is reported in PEIMS Submission 1 and 3 in certain circumstances for students who were enrolled at a DAEP and/or a JJAEP.

## GRADUATION/ENDORSEMENTS (2021-2022 GRADUATES)

FHSP Level Achieve Indicator Code indicates whether a student is currently pursuing or has successfully completed the distinguished level of achievement under the Foundation High School Program as provided by TEC 28.025 (b-15).

**For Submission 1:** CCMR The FHSP-DISTING-LEVEL-ACHIEVE-INDICATOR-CODE must be reported in the Fall submission (Submission 1) for students who graduated under the Foundation High School Program and have completed the Distinguished Level of Achievement for the Foundation High School Program ([Graduation Type Codes 34 and 54-57](#)).

**Endorsement Code** indicates endorsement(s) for a particular Student Graduation Program; such as STEM endorsement, Business and Industry endorsement, Public Services endorsement, Arts and Humanities endorsement, and Multi-Disciplinary Studies endorsement for the Foundation High School Program.

**Date of Graduation** indicates the month and year that the student graduated from high school.

**Graduation Type Code** CCMR indicates the type of plan under which the student graduated. Graduation data is reported for all students who graduated during the prior school year, including summer graduates up through August 31st. To graduate, students must satisfy the requirements under 19 TAC, Section 74, Subchapter B. Special education students must satisfy requirements under 19 TAC, Section 89.1070. The GRADUATION-TYPE-CODE code represents the program with the most stringent requirements that was completed by the student.

**Individual Graduation Committee Graduate Code** indicates whether a student for whom an IGC was established has graduated based on an IGC decision.

## LEP/ENGLISH LEARNER – BILINGUAL/ESL

**LEP Indicator Code** indicates whether the student has been identified as limited English proficient (LEP)/English learner (EL) by the Language Proficiency Assessment Committee (LPAC) or is English proficient.

A student may be categorically identified as non-LEP/English proficient (EP), LEP/English learner (EL), Monitored (reclassified as no longer LEP/EL but monitored for 4 years), or identified as Former LEP/EL Student (after fourth year of monitoring).

LEP Indicator Code	
<b>1</b>	Identified As LEP/English learner (EL)
<b>F</b>	Student Reclassified from LEP/English learner (EL) Status - Monitored 1 (M1) - student has met reclassification criteria, is no longer classified as LEP/EL in PEIMS, is in his or her first year of monitoring as required by 19 TAC § 89.1220(k).

<b>S</b>	Student Reclassified from LEP/English learner (EL) Status - Monitored 2 (M2) - student has met reclassification criteria, is no longer classified as LEP/EL in PEIMS, is in his or her second year of monitoring as required by 19 TAC §89.1220(k).
<b>3</b>	Student Reclassified from LEP/English learner (EL) Status - Monitored 3 (M3) - student has met reclassification criteria, is no longer classified as LEP/EL in PEIMS, is in his or her third year of monitoring as required by ESSA, 1111(b)(3)(B).
<b>4</b>	Student Reclassified from LEP/English learner (EL) Status - Monitored 4 (M4) - student has met reclassification criteria, is no longer classified as LEP/EL in PEIMS, is in his or her fourth year of monitoring as required by ESSA, 1111(b)(3)(B).
<b>5</b>	Former LEP/EL Student (effective after fourth year of monitoring) - student has previously been identified as LEP/EL, has met reclassification criteria, and has completed four years of monitoring. The student continues with this status through the remainder of his or her school years in Texas.

**Bilingual Program Type Code** indicates whether the student is participating in a state-approved bilingual education program which is a full-time program of dual-language instruction through the TEKS in the content areas (mathematics, science, health, and social studies) in English and the primary language of limited English proficient (LEP)/English learner (EL) students and also for carefully structured and sequenced mastery of English cognitive academic language development. (See 19 TAC §89.1210(c).) There are four types of state-approved bilingual education programs a student may participate in.

**ESL Program Type Code** indicates whether the student is participating in a state-approved English as a second language (ESL) program. An ESL program provides intensive instruction in English through second language acquisition methods in all content area TEKS (mathematics, science, health, and social studies) for limited English proficient (LEP)/English learner (EL) students. (See 19 TAC §89.1210(d).)

There are two types of state-approved ESL programs a student may participate in.

ESL-PROGRAM-TYPE-CODE	
2	An ESL/Content-based program model
3	An ESL/pull-out program model

**Parental Permission Code** indicates whether the student's parent or legal guardian has approved placement of the student in the required bilingual or English as a second language (ESL) program.

Bilingual Education Allotment (BEA) Funding for Bilingual and ESL programs is determined by the reporting of student attendance in TOTAL-ELIG-BILINGUAL/ESL-DAYS-PRESENT (E0938) in PEIMS Submission 3 and FLEX-ATTENDTOTAL-BILINGUAL/ESL-DAYS-ELIGIBLE (E1050) in PEIMS Submission 3 and 4.

**Alternative Language Program Code** indicates the type of alternative language program participated in by the student. An alternative language program must be approved by the Texas Education Agency (TEA) due to the LEAs submission of a bilingual education exception and/or English as a second language (ESL) waiver for the current school year. (See 19 TAC §89.1207.)

An alternative language program may only be used if an LEA is unable to provide a bilingual education program or an English as a second language program as required by TAC §89.1205 because the LEA does not have a sufficient number of appropriately certified teachers and has requested from the Commissioner a bilingual education exception and/or an ESL waiver to approve implementation of an alternative language program.

If a bilingual education exception and/or ESL waiver is granted, the LEA will use the ALTERNATIVELANGUAGEPROGRAM-CODE to report the students participating in the alternative language program.

Note that if a bilingual education exception and/or ESL waiver is granted, it is only valid for the school year in which it was granted. The LEA will need to apply for a bilingual education exception and/or ESL waiver in any school year for which appropriately certified staff are not available.

If an LEA is unable to provide a bilingual education program as required by TAC §89.1205, and has been approved to provide an alternative bilingual program by submitting a bilingual education exception, the LEA will report the participating students as:

If the LEA is unable to provide an English as a second language program as required by TAC §89.1205, and has been approved to provide an alternative ESL program by submitting an ESL waiver, the LEA will report the participating students as:

## ADDING LEP/BIL/ESL INFORMATION TO A STUDENT'S RECORD ON TEAMS

- Search Entry Point “**Student LEP/BIL/ESL Search**”
- Select the **Campus** to search from the drop-down list.  
If you have security access to multiple campuses, you can select *All* to search all your campuses.
- Select the **Fiscal Year** from the drop-down list.
- Enter the student's **Local ID**.
- Click the **Search** button. The results matching your search criteria are displayed on the Student LEP/BIL/ESL Search page.
- Highlight the student name to select it and click the **Select** button. The Maintain Student LEP/BIL/ESL tab is displayed.

- Enter the **Effective Date** for the details you are entering, or click the icon to select the date from the calendar.
- Select the **LEP Indicator** from the drop-down list.
- In the **Parental Permission** field, select the appropriate parental permission code from the drop-down list.
- Select the **Bilingual Indicator** from the drop-down list.
- Select the **ESL Indicator** from the drop-down list.
- In the **Bilingual ESL Funding Code** field, select a funding code if appropriate for the student.

- Select the **Alternate Language Program Type** code from the drop-down list. System logic for edit rules will be incorporated for this field in future releases.
- Select the **Monitor Indicator** from the drop-down list.
- In the **Bilingual Summer School Indicator** field, select the appropriate indicator from the drop-down list if the student is participating in a bilingual summer school program.
- In the **Years in U.S. Schools** field, select a value for how long the student has been attending schools in the United States.
- Select the **Interrupted Formal Education** code from the drop-down list. Populate this field if it needs to be written to the TELPAS Test Pre-code.
- Click the **Add** button.

## STAFF RESPONSIBILITIES

**Role ID** identifies the capacity in which a person serves.

Role	Professional
003	Assistant Principal Assists the principal of a particular campus in any duties the principal may deem appropriate.
008	Counselor Provides guidance and counseling services to students
013	Librarian Supervises library/learning resources center, or functions as one of several librarians, or learning resource specialists, on a major campus
020	Principal Serves as the instructional leader of the school whose duties include selecting teachers for the campus, setting education objectives, developing budgets for the campus, and working with school professionals to prepare individual development plans
022	School Nurse A person that complies with TEC 21.003(b), "is licensed by the state agency that licenses that profession", [Nurse Practitioner (NP), Registered Nurse (RN), Licensed Vocational Nurse (LVN)] is employed/contracted by the school district, and whose primary job responsibility is that of school nurse. Only persons licensed by the state agency that licenses nurses may be employed as a school nurse
032	Work-Based Learning Site Coordinator The code for a Career and Technical Education teacher (087) assigned to career preparation work-based learning experiences is changed from 087 to 032 when visiting a student training site for the purpose of evaluating the student and consulting the employer
047	Substitute Teacher A person who serves in a classroom in the absence of a teacher certified for that assignment where the teacher has quit, died, or been terminated; or, a person who is permanently hired to substitute on an as-needed basis.
087	Teacher A professional employee who is required to hold a valid teacher certificate or permit in order to perform some type of instruction to students
033	Educational Aide Performs routine classroom tasks under the general supervision of a certified teacher or teaching team

**Service ID** refers to the services supplied by staff.

ROLE ID	PROFESSIONAL	SERVICE-ID
003	Assistant Principal	SS003000
008	Counselor	SS007000

013	Librarian	SS002000
020	Principal	SS003000
022	School Nurse	SS009000
<b>ROLE ID</b>	<b>Paraprofessional</b>	<b>SERVICE-ID</b>
033	Educational Aide	SA000003

**Population Served Code** identifies the student population for which a service has been designed or is intended. It does not necessarily identify the program eligibility of the students who receive the service. A service (classroom or non-classroom) will have a single POPULATION-SERVED-CODE value (e.g. "01" for regular students) even when members of other student populations happen to be served. It is only when the service has been tailored for a special student population that POPULATION-SERVED-CODE should be given values that apply to special student populations. If two or more populations are being served, only one should be reported, using the population for which the service was designed.

Population-Served-Code	
01	<b>Regular Students</b> Those students served through the regular academic program and students who do not constitute a special population
02	<b>Bilingual Students</b> Those students served in Bilingual programs
03	<b>Compensatory/Remedial Education Students</b> Those students served in compensatory or remedial education programs
04	<b>Gifted and Talented Students</b> Those students served in programs for identified gifted and talented students
05	<b>Career and Technical Students</b> Those students served in an approved state career and technical education course
06	<b>Special Education Students</b> Those students served in special education programs as determined by the admission, review, and dismissal committee
07	<b>ESL Students</b> Those students served in English as a Second Language programs
08	<b>Adult Basic Education Students</b> Those students served in the Adult Basic Education program
09	<b>Honors Students</b> Those students served in Honors classes
10	<b>Migrant Students</b> Those students served in migrant programs

**Number Students in Class** indicates the number of students in membership in the class as of the PEIMS reporting date. NUMBER-STUDENTS-IN-CLASS is reported for instructional ROLE-IDs only.

Instructional Educational Aides and Certified Interpreters should report NUMBER-STUDENTS-IN-CLASS as 0.

**Class Type Code** identifies the type of class providing instruction to students in particular class settings. CLASS-TYPE-CODE is reported for instructional ROLE-IDs only. CLASS-TYPE-CODE is used to differentiate classes providing instruction in a regular setting classroom from non-regular classrooms.

Class-Type-Code	
01 Regular	All settings not mentioned below including regular classroom, laboratory, or shop settings
02 Non-regular	All other settings <ul style="list-style-type: none"> <li>In-School Suspension</li> </ul>

	<ul style="list-style-type: none"> <li>• School-Community Guidance Center</li> <li>• Disciplinary Alternative Education School Program</li> <li>• Televised Instruction</li> <li>• Non-disciplinary Alternative Education</li> <li>• Special Education</li> <li>• Residential Care and Treatment Facility</li> </ul>
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**Monthly Minutes** is the total number of minutes in a month devoted to a particular service. A month is generally considered to be the 4 weeks prior to the as-of date. MONTHLY-MINUTES is reported for all instructional ROLE-IDs

For example: Elementary School 8 periods x 45 mins x 22 days in October = 7,920 Minutes

Note: As long as your periods have minutes then system will generate in the back end.

MONTHLY-MINUTES is also reported for only one non-instructional ROLE-ID "008" Counselor and is based upon 9600 minutes a month (8 hours per day x 5 days per week x 4 weeks per month). HR Department