AN EARLY COLLEGE DISTRICT

BROWNSVILLE

INDEPENDENT SCHOOL DISTRICT

PEIMS Data Entry Guide

2020-2021 School Year

This guide provided to assist locating and entering various PEIMS data in eSchoolPLUS.

Updated October 5, 2020 . of

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Introduction

All public schools must report data to the Texas Education Agency through the Public Education Information System (PEIMS). This document provides guidance on how and where to enter PEIMS data into eSchoolPLUS.

Campuses are responsible for maintaining their campus PEIMS data. Prior to PEIMS submission the campus data quality team will have the opportunity to review their PEIMS data. Each PEIMS submission requires data to be entered into eSchoolPLUS by a specific timeline. Timelines are provided by the PEIMS Department at the beginning of the school year for the Fall PEIMS collection and again for the PEIMS Summer Submission. To ensure a timely PEIMS submission data must be entered by the specified timelines.

PEIMS Data Collections

- **Fall Collection** represents the state of the district as of the last Friday in October, which is October 30, 2020 (Snapshot Date). Districts are required to report all students served and staff employed on the snapshot date with the exception of leavers (see below).
    - Leaver data exception – students served in the prior school year grades 7-12 who have not returned the following school year by September 25, 2020(End of School Start Window) are reported to PEIMS.
- **Summer Collection** is the Y-T-D collection of student attendance, course completion, discipline, classes, child restraints and teacher class assignments.

District-Defined PEIMS Demographic vs. Programs

eSchoolPLUS has the ability to enter PEIMS Special Program Data in two different ways:

1. District-Defined PEIMS Screens – this screen shows **ONLY CURRENT YEAR STATUS** of the students PEIMS Special Program Data
   Navigating Path: Search Student → Menu → Registration → Entry & Reports → Student District Defined → District-Defined PEIMS Demographic
2. Programs Screens – the Programs screens shows **ALL HISTORICAL** PEIMS Special Program Data
   Navigating Path: Search Student → Menu → Registration → Entry & Reports → Student Demographic → Programs

Avoiding Discrepancies with Identification data

Districts are responsible for reporting accurate student's identification information. Student identification information includes; the student's **First Name, Middle Name, Last Name, Generation, Gender and Date of Birth (Birthdate)**. Data must be reported consistently when a student moves from one Texas public and/or charter school. It is the campuses responsibility to report all discrepancies in the students identification data to the PEIMS office. All discrepancies must be reviewed and corrected prior to each PEIMS submission. Discrepancies in student identification data must be reported to the PEIMS office by completing and submitting a PEIMS Demographic Change form. The PEIMS office will review and make the appropriate correction in eSchoolPLUS and TSDS. It is important that you **DO NOT make the correction in eSchoolPLUS.**

STUDENT ID (Six/Seven Digit Local Id is Auto Generated)

STUDENT NAME (From Birth Certificate*)

Texas Education Code (TEC §25.0021) states that a Texas public school student must be identified by his or her legal surname. Legal name is obtained from the birth certificate or other acceptable* alternate document; driver's license; passport; school identification card, record, or report card; military identification; hospital birth record; adoption record; church baptismal record; court-ordered legal name change documentation; or any other legal document that establishes identity.

The name entered must match the birth certificate exactly as shown. "Double" last names on the birth certificate are recorded exactly as shown. Each name on the birth certificate appears in one of the PEIMS name fields. If the birth certificate name cannot be understood completely, the parent is asked to clarify. The Enrollment Tracking search function on TSDS enables districts to obtain student demographic data.

FIRST NAME (From Birth Certificate)

Navigating Path: Search Student → Menu → Registration → Entry & Reports → Student Demographic → Registration → First Name

Description: identifies a person's legal first name.
Do not use an initial, unless an initial is the legal first name.
Do not use periods. Do not use any punctuation other than a hyphen or a single apostrophe and only if shown on the birth certificate.

MIDDLE NAME (From Birth Certificate if Applicable)

Navigating Path: Search Student → Menu → Registration → Entry & Reports → Student Demographic → Registration → Middle Name

Description: identifies a person's legal middle name

For students, enter the middle name as shown on the identification documentation. If the student has **no middle** name, **the field must be left blank**. Do not use any other text such as NONE, NA, NMI, etc… for the middle name if the student has no middle name. Do not use periods or any other punctuation other than a hyphen or a single apostrophe.

LAST NAME (From Birth Certificate)

Navigating Path: Search Student → Menu → Registration → Entry & Reports → Student Demographic → Registration → Last Name

Do not use periods. Do not use any punctuation other than a hyphen or a single apostrophe.

GENERATION (From Birth Certificate, when applicable)

Navigating Path: Search Student → Menu → Registration → Entry & Reports → Student Demographic → Registration → Generation

Description: identifies the generation suffix, if any, which the person attaches to his name, which **may be blank if the student does not have a generation suffix** on their name based upon the identification documentation.

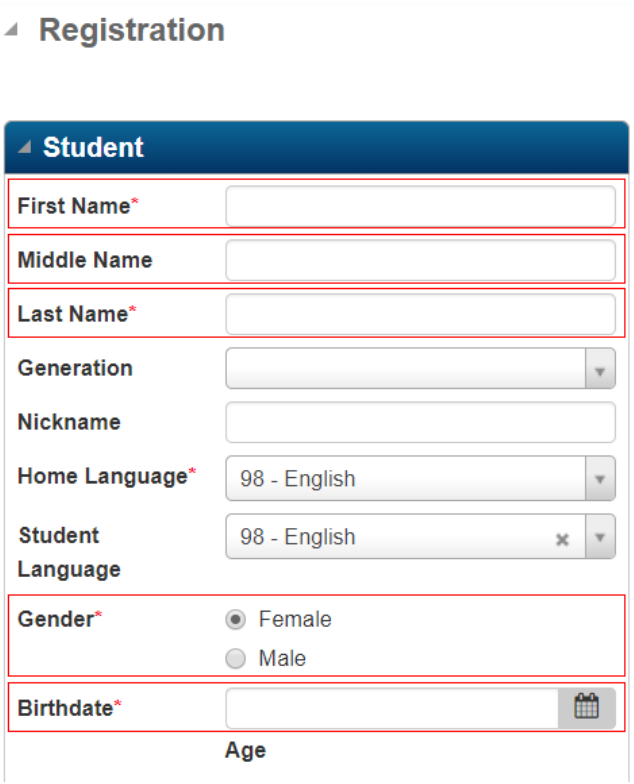
GENDER (From Birth Certificate)

Navigating Path: Search Student → Menu → Registration → Entry & Reports → Student Demographic → Registration → Gender

DATE OF BIRTH (Birthdate) (From Birth Certificate)

Navigating Path: Search Student → Menu → Registration → Entry & Reports → Student Demographic → Registration → Birthdate

Description: Indicates the month, day, and year of the person's birth.



STUDENT ID (SSN or State Alternate ID)

Navigating Path: Search Student → Menu → Registration → Entry & Reports → Student Demographic → Personal → Social Security Number or State ID("S" number) & Unique ID

The first character of STUDENT-ID must be "S" or "0"-"8".

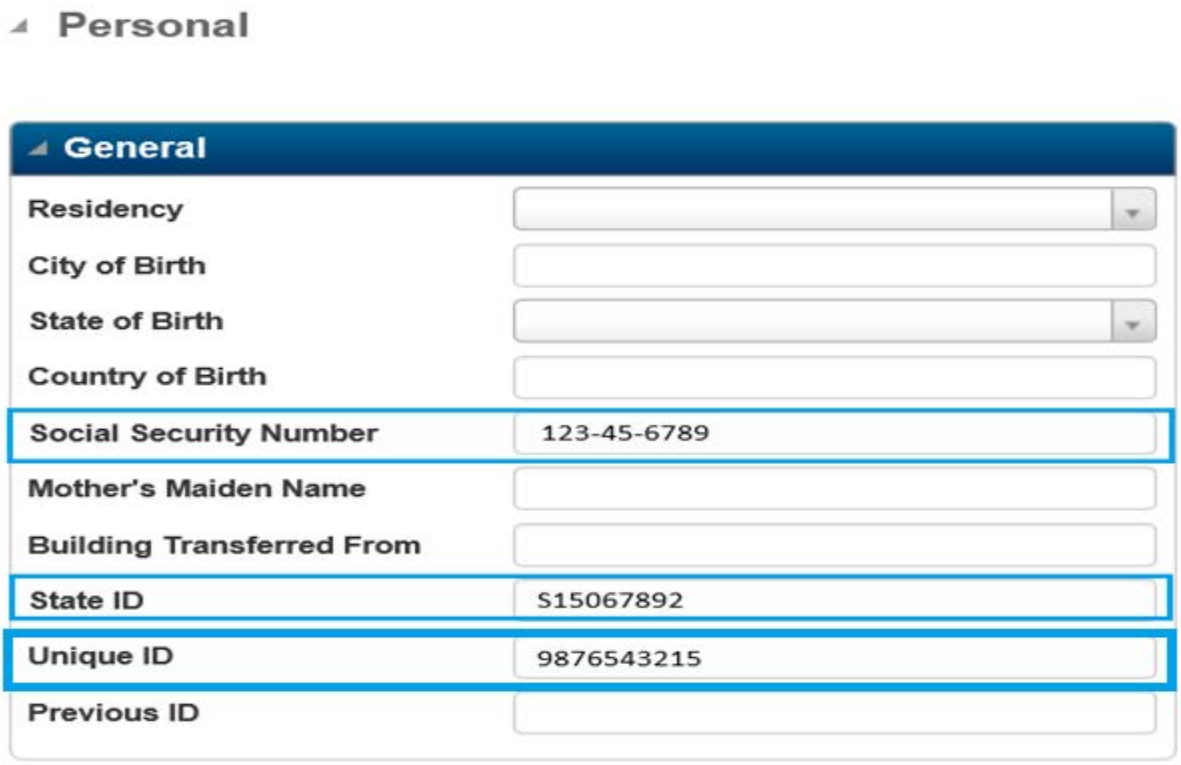
Description: Indicates the student's Social Security number OR a state-approved alternate identification number beginning with the letter 'S'.

Every effort should be made to obtain the student's SSN. For previously enrolled students with no record of an SSN, the school district should request the student's SSN at the beginning of each school year.

When available, the student's Social Security number should be used. If this number is not available, submit a 'PEIMS Demographic Change Form' to request a State Alternate Id. Once the form is submitted to the PEIMS Office, the PEIMS office will assign and enter into eSchoolPLUS a State Alternate Id.

If the students sending Texas district has already assigned the student a State Alternate Id, enter that State Alternate id into eSchoolPLUS. If the parent presents a social security card submit a 'PEIMS Demographic Change form' to the PEIMS office. Once the PEIMS office receive the PEIMS Demographic Change From, the PEIMS office will make the change in eSchoolPLUS and update TSDS accordingly.

Unique ID – the unique id for the student is maintained by the PEIMS Department

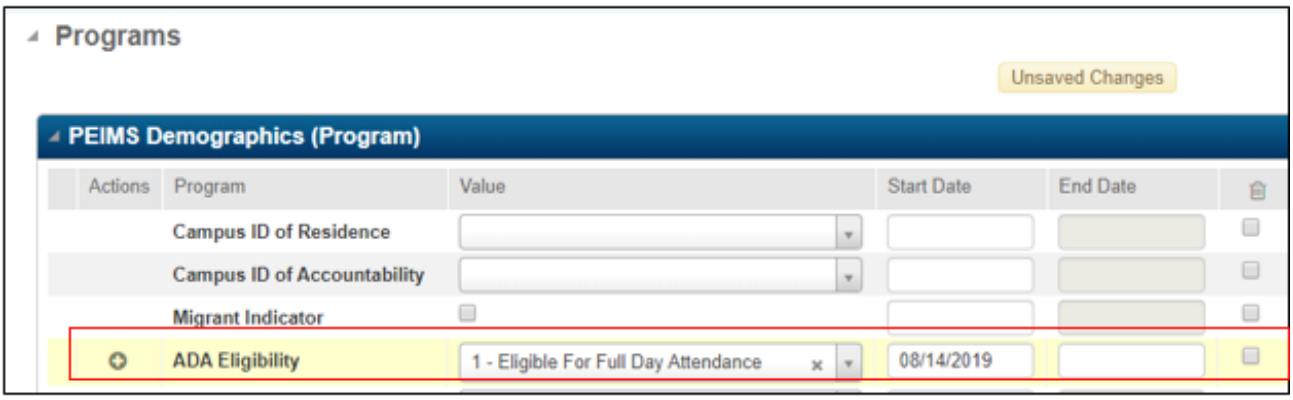


ADA ELIGIBILITY CODE

Refer to Student Attendance Accounting Procedures. ADA Indicates the eligibility status of the student. This code is entered and maintained by the campus. Campuses must update each time a student's ADA changes.

STEPS to take to ADD a student's ADA code:

1. Search for Student
2. Add ADA as follows: *Navigating Path: Menu → Registration → Entry & Reports → Student Demographics →Programs → 146 PEIMS Demographics (Programs)*
3. Scroll down to ADA Eligibility and select ADA code & enter "Start Date" same as "Entry Date"
4. Click SAVE

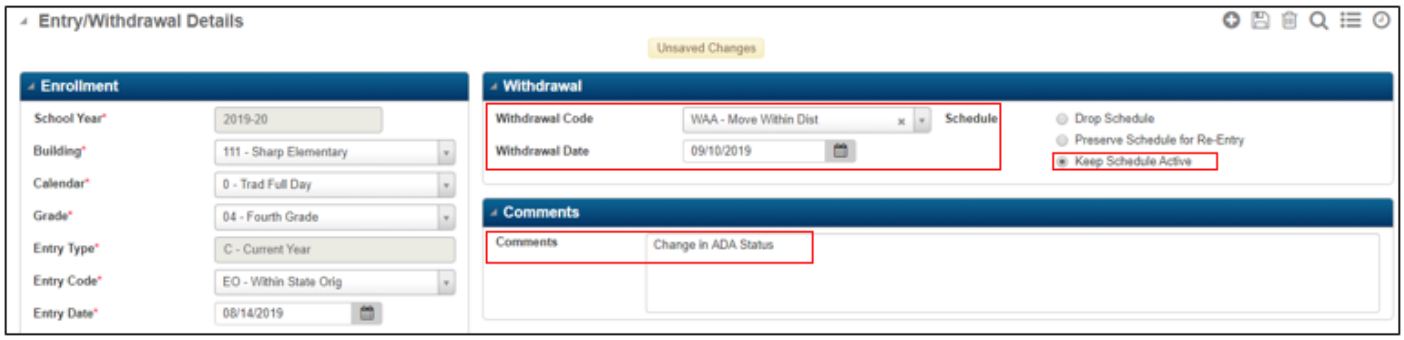


If a student's ADA code changes through the school year, the student will need to be withdrawn and re-enrolled indicating a change in their AA coding with a new start date for both Enrollment and ADA.

STEPS to take when student's ADA code changes **throughout** the year:

1) **Withdraw** student first with Withdrawal Code WAA and the effective date of change and Keep Schedule Active:

1. Search for Student
2. Navigate as follows: *Menu → Registration → Entry & Reports → Student Demographics → Entry/Withdrawal→ Current School Year vector*
3. Open Current School Year Vector
4. Enter Withdrawal Code of "WAA-Move within Dist"
5. Enter Withdrawal Date
6. Select "Keep Schedule Active" and add a comment for reference purposes.
7. Click SAVE

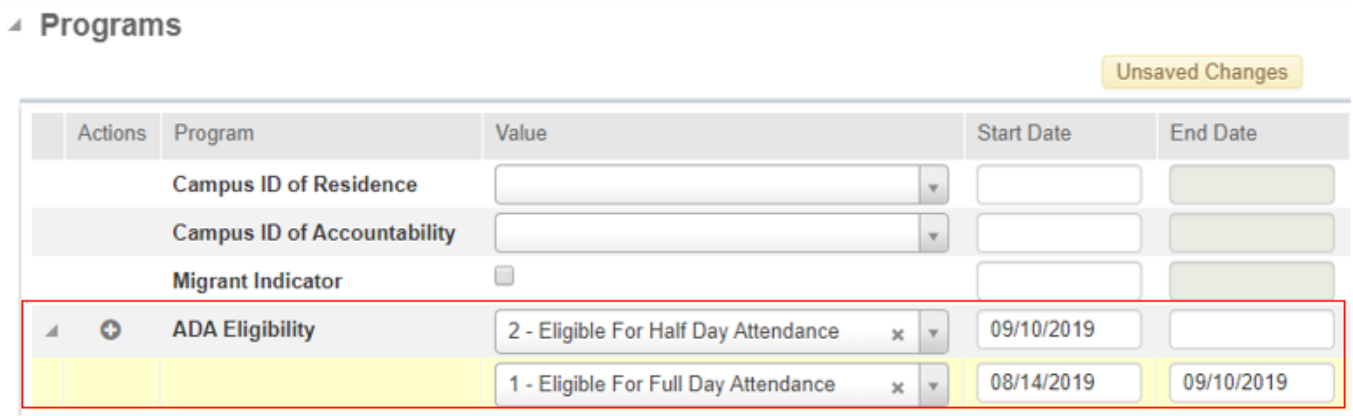


2) Re-enroll student with same effective date of ADA :

1. Search for Student
2. Navigate as follows: *Menu → Registration → Entry & Reports → Student Demographics → Entry/Withdrawal→ Current School Year vector*
3. Add a Current School Year Vector and enter an entry date (that is the same as the withdrawal date)
4. Click SAVE

3. Update ADA code by closing vector with effective withdrawal date and re-open a new vector with new start date (same as withdrawal date):

1. Search for Student
2. Navigate as follows: *Menu → Registration → Entry & Reports → Student Demographics →Programs → 146 PEIMS Demographics (Programs)*
3. Scroll down to ADA Eligibility and close with an end date
4. Re-open a new vector with new ADA code and "Start Date"
5. Click SAVE



ASSOCIATE DEGREE INDICATOR CODE

Contact Advanced Academics for questions regarding Associate Degrees

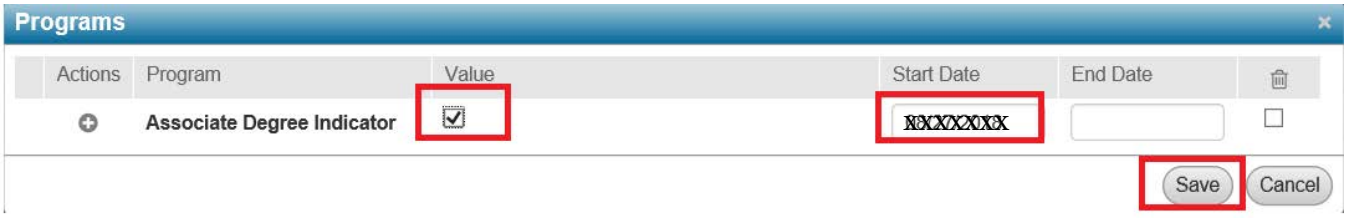
Navigating Path: Menu → Registration → Entry & Reports → Student Demographics→Programs → 146 PEIMS Demographics (Programs)

The Associate Degree indicates 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. (Source: Texas Higher Education Coordinating Board Glossary of Terms)

How to code students with the Associates Degree Indicator Code

1. Login into eSchoolPLUS
2. Search for student on the Quick Search
3. Go to *Menu > Registration > Entry & Reports > Student Demographics →Programs → 146 PEIMS Demographics (Programs)*
4. Click to open up the Associate Degree Indicator Code
5. Click on the checkbox
6. Enter the date Associates Degree is awarded (Prior to last day of High School enrollment)
7. Click on Save

Programs



AT RISK INDICATOR CODE

Contact State Compensatory Department for questions related to At Risk.

The State Compensatory Department website may be accessed regarding At Risk reports, procedures and information at https://bisdsite.wixsite.com/statecomp.

2019-2020 Texas Education Data Standards

Section 3.4 - Student Category Description of Data Elements Post-Addendum Version 2020.2.1

Definition
The 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 Accelerated Instruction). Local criteria are not included in this indicator code. A student “at-risk of dropping out of school” is under 26 years of age and who: 1. was 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).] 2. 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; 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; 4. 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; 5. is pregnant or is a parent; 6. has been placed in an alternative education program in accordance with TEC §37.006 during the preceding or current school year; 7. has been expelled in accordance with TEC §37.007 during the preceding or current school year; 8. is currently on parole, probation, deferred prosecution, or other conditional release; 9. was previously reported through the Public Education Information Management System (PEIMS) to have dropped out of school; 10. is a student of limited English proficiency, as defined by TEC §29.052; 11. 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; 12. is homeless, as defined by 42 U.S.C. Section 11434 (a), and its subsequent amendments; 13. 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 14. has 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. or, regardless of the student’s age, each student who participates in an adult education program provided under a high school diploma and industry certification charter school program under Section 29.259.

BAC CAMPUS REMOVAL (Entry/Withdrawal Screen entered and maintained by sending campus and BAC)

FOR CODING INFORMATION refer to the BAC Removal Guide located on the PEIMS Website

BILINGUAL PROGRAM TYPE CODES (Entered and maintained by Bilingual Clerk at the campus)

Contact Bilingual Education Department for question related to the BIL/ESL program.

LEP INDICATOR CODE

ESL PROGRAM TYPE CODE

PARENTAL PERMISSION CODE

IMMIGRANT INDICATOR CODE / BIRTH COUNTRY

Cardiopulmonary Resuscitation (CPR) Instruction

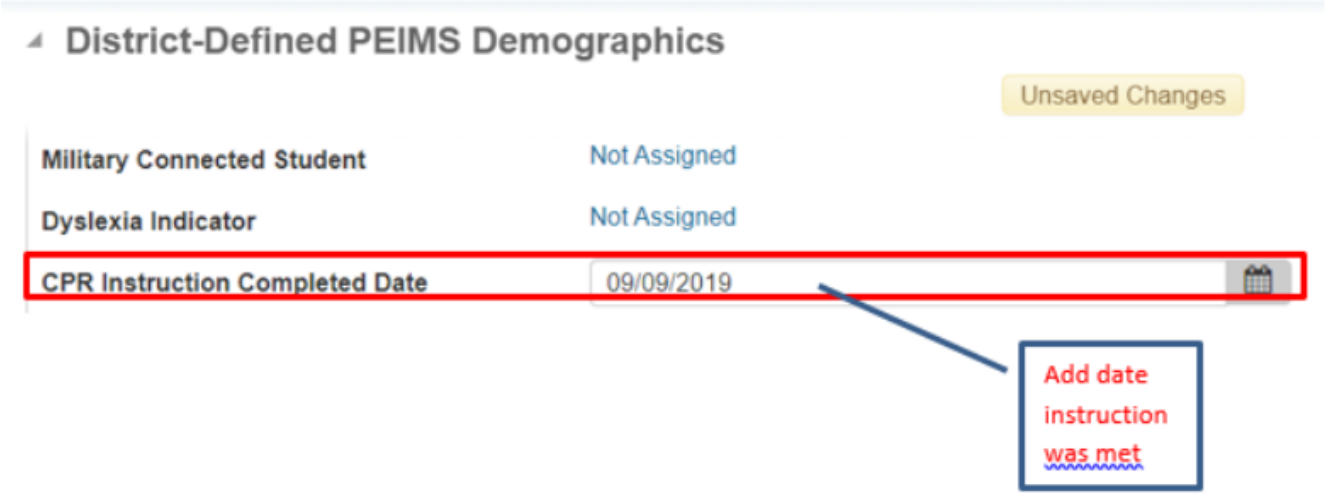
Navigating Path: Menu > Registration > Entry & Reports > Student District Defined > District-Defined Demographics > CPR Instruction Completed Date

An LEA must provide instruction to students in grades 7-12 in cardiopulmonary resuscitation (CPR) (19 TAC 74.38) and receive at least once before graduation. The completion of CPR instruction must be entered in the student record. If completed in Grade 9,10,11,0r 12 the completion of instruction must be clearly indicated on the academic achievement record (TAC 74.5). CPR Instruction Met Date is the date the student completed the CPR instruction required by TEC 28.0023 (SBOE Approved).

Please contact the Curriculum Department for further information.

How to code the CPR Instruction

1. Login into eSchoolPLUS
2. Search for student on the Quick Search
3. Go to *Menu > Registration > Entry & Reports > Student District Defined > District-Defined Demographics > CPR Instruction Completed Date*
4. Click to open up the CPR Inst Completed Date
5. Add date instruction was met
6. Save



Career and Technical Education Indicator (CTE)

(Maintained and entered by CTE Lab Manager & Career Placement Officer)

CAREER AND TECHNICAL EDUCATION IND CD The Career and Technical Indicator code is automatically populated by eSchool when students are enrolled in a CTE course. The CTE indicator code is reported to PEIMS during the Fall and Summer PEIMS Submission.

Contact Career & Technical Education department for questions regarding Career & Technical Education programs.

Beginning in the 2020-2021school year, **TEA will Auto-Calculate** the appropriate Career and Technical (CTE) Indicator code(s) to assign to each student that does or does not participate in a CTE program. The data used for this calculation will include:

- course completion records from the PEIMS Summer submission.
- where the student's **Course Sequence Code is 0, 2, 5, or 9 and Pass/Fail Indicator is 1 or 0**.

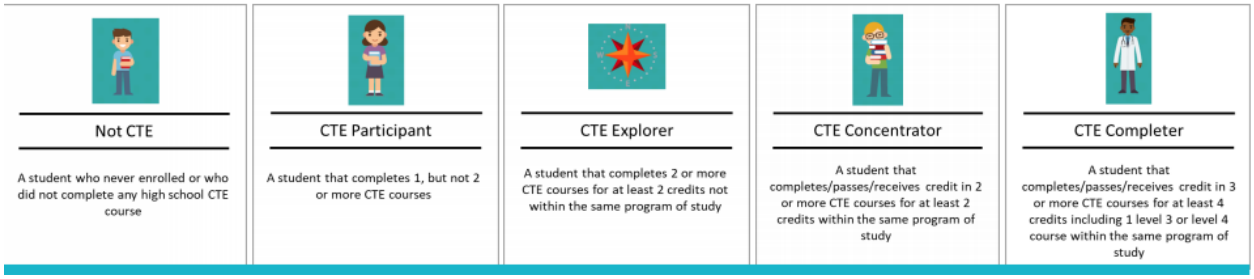
The data will be stored to a table in TEA's main database that includes

- the calculated CTE Indicator
- Program of Study Indicator (as defined by CCMP division)
- Statewide or Regional Program of Study Indicator
- State Career Cluster ID and
- Federal Career Cluster ID.

**Information regarding Programs of Study or Career cluster can be found on the Career and Technical Education webpage https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education.

Code Table Id	Name	XML Name	Date Issued	Date Updated
C142	CAREER-AND-TECHNICAL-ED-IND-CD	TX-CareerAndTechnologyEdType	03/03/1993	7/27/2020

Code	Translation
4	Not CTE: A student who never enrolled or who did not complete any high-school CTE course as defined by 19 TAC Chapter 126 (C), 127 (B) or 130.
5	CTE Program Participant: A student completing at least one course but not two or more high school CTE courses for two or more credits defined by 19 TAC Chapter 126 (C), 127 (B) or 130 (the student does not have to pass or receive credit).
E	CTE Program Explorer: A student completing two or more high school CTE courses for two or more credits defined by 19 TAC Chapter 126 (C), 127 (B) or 130 and not a participant, concentrator or completer (the student does not have to pass or receive credit).
6	CTE Program Concentrator: A student completing and passing two or more 19 TAC Chapter 126 (C), 127 (B) or 130 CTE courses for at least two credits within the same program of study and not a completer.
7	CTE Program Completer: A student completing and passing three or more 19 TAC Chapter 126 (C), 127 (B) or 130 CTE courses for four or more credits within a program of study, including one level three or level four course from within the same program of study.
	Note: **(1) The values listed in C142 are calculated values and not submitted to TEA.**



CAREER AND TECHNICAL EDUCATION – Specialized Program
The 169 CTE Program Data record identifies the specialized CTE programs that are provided to CTE students by the District.

TRANSPORTATION-CTE-SUPPORT-SERVICE (E0917) indicates whether the economically disadvantaged student enrolled in a career and technical education course receives special transportation services to enable the student to commence or continue career and technical training.

DISPLACED-HOMEMAKER-CODE (E1039) means an individual who:

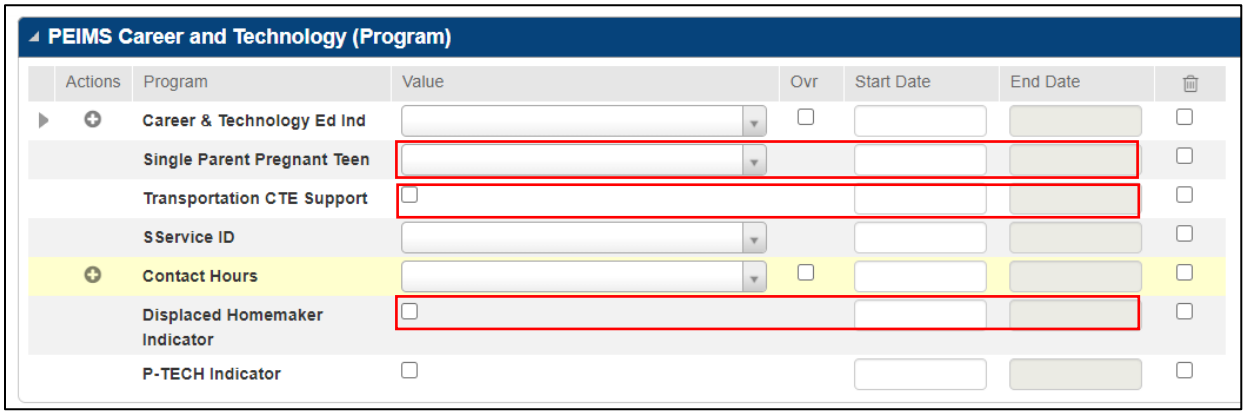
- has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills;
- has been dependent on the income of another family member but is no longer supported by that income; or
- is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title; and
- is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Displaced-Homemaker-Code indicator is only reported for students who receive Career and Technical Education services.

SGL-PARENT-PREG-TEEN-CODE (E0829) indicates whether the student in the career and technical education program is: 1) unmarried or legally separated from a spouse; and has a minor child(ren) for which the parent has either custody or joint custody, or 2) is pregnant.

Menu > Registration > Entry & Reports > Student Demographic >Programs > Other Programs>149-PEIMS Career & Technology (Program)

- Choose a "value" and complete fields start and end dates accordingly.

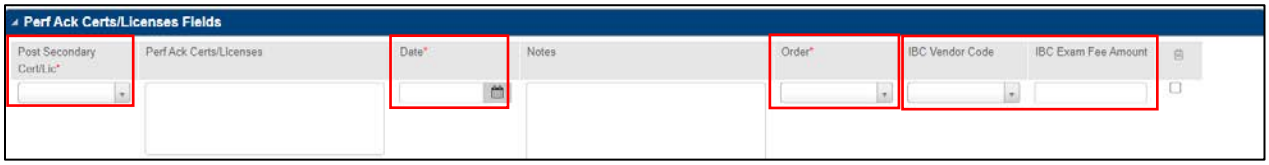


INDUSTRY CERTIFICATION-Industry Based Certification Reimbursement

Districts will be responsible for submitting certifications for reimbursement for passed industry-certified exams reported during the Fall Submission. (Contact the CTE Department for specific requirements and procedures)

Menu > Registration > Entry & Reports > Student District Defined > Perf Ack Certs/Licenses

- Values for fields with * required to be completed with accurate data.
- IBC Vendor Code and Exam Fee Amount to be completed for reimbursement reporting



CHILD RESTRAINTS

The 435 Student Restraint data record captures the restraint data for 1) restraints administered by School Resource Officers (SRO) working with the district under a local MOU, and 2) restraints administered to **special education students** by school district employees and/or volunteers. Texas Education Code §37.0021 and TAC 89.1053(b)-(c). Please refer to TAC 89.1053 for additional operational rules related to the management of special education student restraint events.

How to add a Child Restraint Record based on the applicable child restraint form (435 Student Restraint Form - found under forms on the PEIMS website)

Use this form to record the restraint information for Non-Special Education and Special Education Students into eSchoolPLUS. This data is PEIMS reportable and must be entered into eSchoolPLUS.

1. Navigate to Immigrant Indicator Code:

   Navigating Path: Menu > Registration >Entry & Reports >Student Demographic > PEIMS Restraints

2. To add a Restraint record…..Click on the " + " sign on the far right

3. Enter the following information based on the applicable Child Restraint Form:

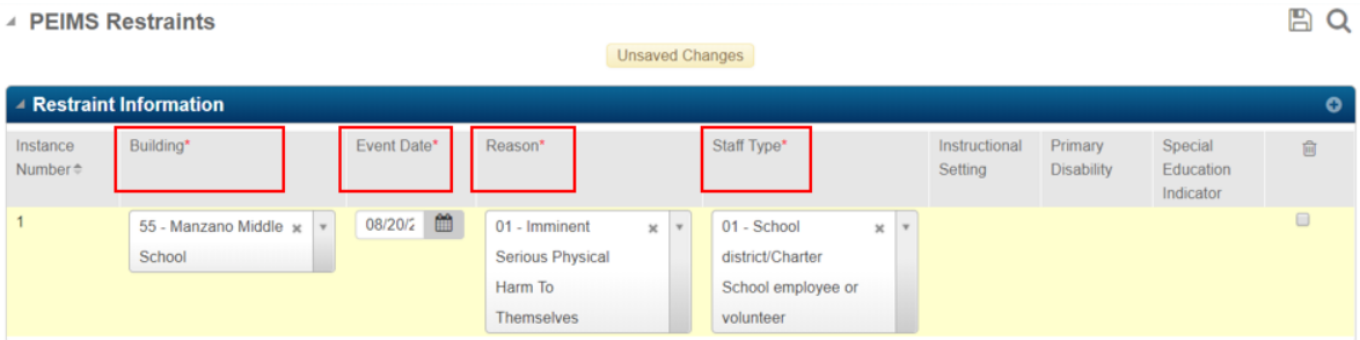
   a. **Building:** Enter the 'Campus of restraint' reported on the Child Restraint form

   b. **Event Date:** Enter the 'Date of restraint' reported on the Child Restraint form

   c. **Reason for Restraint:** Enter the 'Restraint reason code' reported on the Child Restraint form

   d. **Staff Type:** Enter the 'Restraint Staff Type' reported on the Child Restraint form

4. Click on the SAVE icon



CRISIS CODE (Only when a Crisis has been declared by the commissioner of education)

Source: Student Search > Registration > Entry & Reports > Student District Defined > Crisis Coding > Crisis Code dropdown.

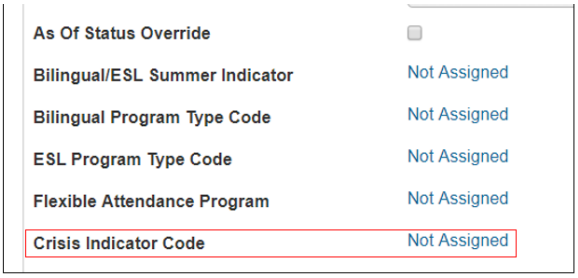
Description: This data element is used to report those situations recognized by TEA as a health or weather related event that impacts students' ability to attend school in the district where they reside. If the commissioner of education declares a crisis, then this data must be reported for the affected 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 for all students, and a default value of 00 will be output by the PEIMS Extract.

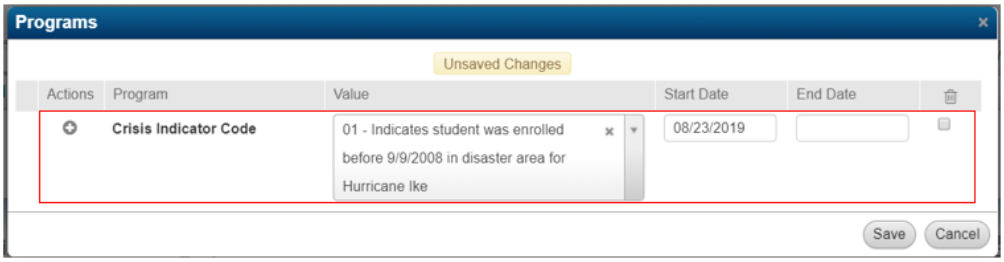
C178 – Crisis Codes update

- Codes 05, 06, 5A, 5B and 5C will be set to inactive
- Adding codes 08 through 30 with description "Future Health or Weather Related Crisis"

1. Search for Student
2. Navigate as follows:
    a. *Menu > Registration > Entry & Reports > Student Demographics >Programs >146 PEIMS Demographics (Program) > Crisis Code Indicator*
3. Scroll down to 'Crisis Code Indicator' and open up the record
4. Select appropriate Crisis Value indicator code
5. Enter the 'Start Date' for the current indicator code
6. Click SAVE

Programs





DYSLEXIA/504

Contact the Dyslexia/504 Department for questions regarding RTI

Section 504 Indicator Code

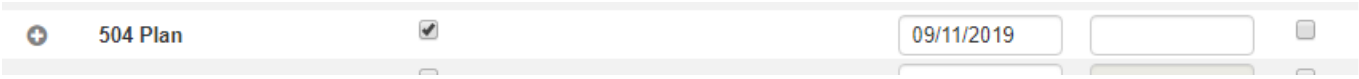
Section 504 Indicator Code indicates that a student received assistance through either an aid, accommodation, or service under Section 504 of the Rehabilitation Act of 1973 at any time during the school year (TEC 26.004). This includes the following 504 placements: Mental Impairments, Physical Impairments, Medical/Health-Related, Dyslexia with Lab, and Dyslexia Accommodations.

The Section 504 Indicator Code is reported in the Fall and Summer PEIMS Data Collections.

146 – PEIMS Demographics (Program) Screen

Navigate to 504 Plan (146 Screen):

1. Menu -> Registration -> Entry & Reports -> Student Demographics -> Programs -> 146 PEIMS Demographics (Program) -> 504 Plan
2. 504 Plan -> check mark ✓
3. Enter the Start Date
4. Click Save



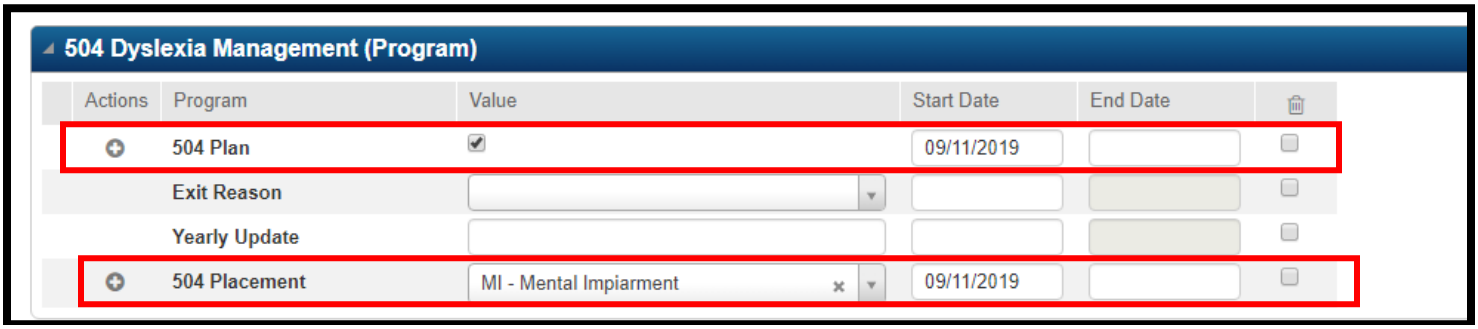
District-Defined 504 Management

1600 – 504 Dyslexia Management (Program) Screen

This includes the following 504 placements: Mental Impairments, Physical Impairments, Medical/Health-Related, Dyslexia with Lab, Dyslexia Accommodations, Special Ed Dyslexia Lab, and Dysgraphia.

Navigate 504 Dyslexia Management (Program):

1. Menu -> Registration -> Entry & Reports -> Student Demographics -> Programs -> 1600 504 Dyslexia Management
2. 504 Plan -> check mark ✓ and Start Date
3. Select the Appropriate "504 Placement" value and enter the Start Date
4. Click Save



*** Note: Yearly updates are updated when annual meeting is held **(Value -> Date, Stat Date -> Annual Date)**

Dyslexia Indicator Code

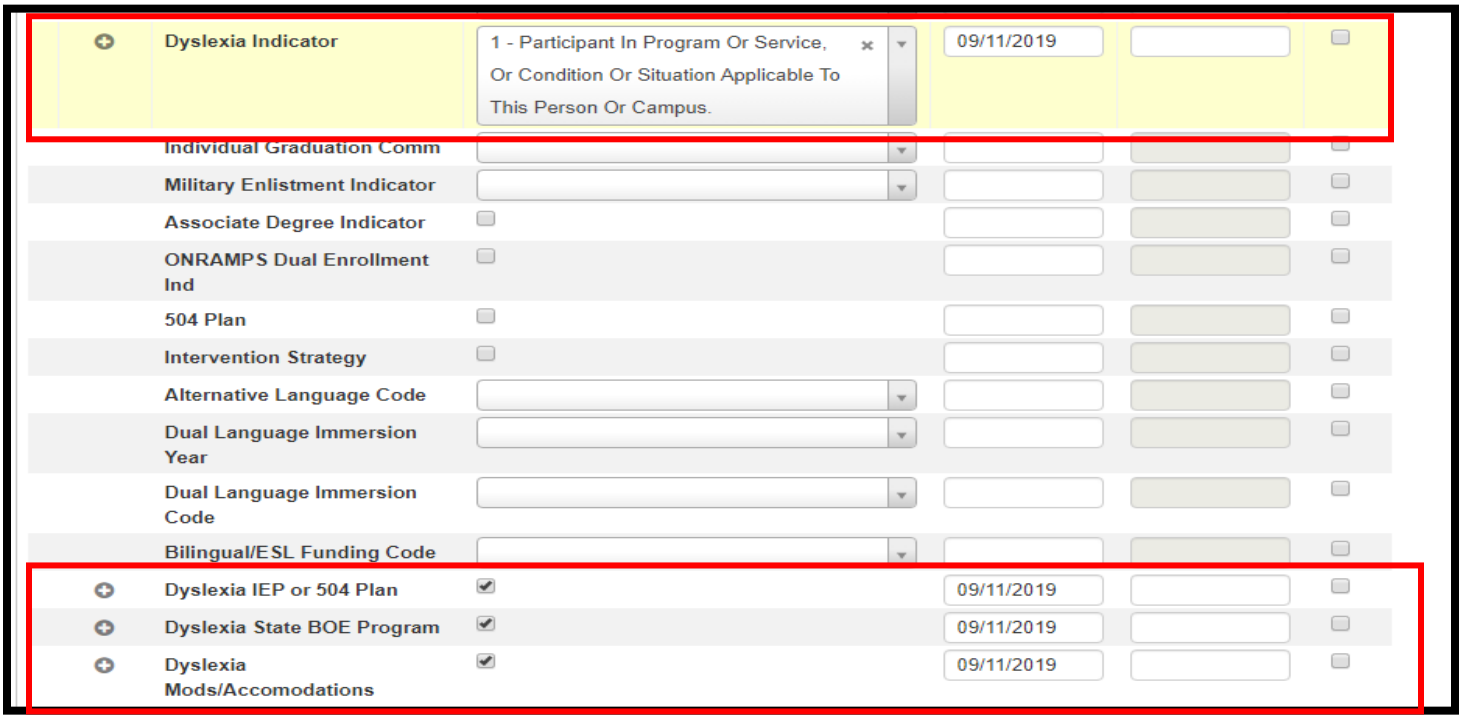
The dyslexia indicator code is collected and reported during the FALL PEIMS submission.

The 504 Coordinator at each campus in collaboration with campus dyslexia teacher are responsible for ensuring the dyslexia coding for all dyslexia students are coded in eSchoolPLUS.

146 – PEIMS Demographics (Program) Screen

Navigate to 504 Plan (146 Screen):

1. Menu -> Registration -> Entry & Reports -> Student Demographics -> Programs -> 146 PEIMS Demographics (Program) -> Dyslexia Indicator
2. Dyslexia Indicator -> Select Value "1" for Participation in Program
3. Select Dyslexia Services Code that apply -> check mark ✓ and Start Date
    - Dyslexia IEP or 504 Plan:
      Receiving services for dyslexia or a related disorder with an individualized education program developed for the student under Section 29.005; or a plan developed for the student under Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794).
    - Dyslexia State BOE Program:
      Receiving instruction that meets applicable dyslexia program criteria established by the State Board of Education; and is provided by a person with specific training in providing that instruction.
    - Dyslexia Mods/Accommodations:
      The student is permitted, on the basis of having dyslexia or a related disorder, to use modifications in the classroom or accommodations in the administration of assessment instruments under Section 39.023.



*** Note: A student could have one, two, or all three of the listed Dyslexia Services (including Dysgraphia) active concurrently. Depnding on student 504 Plan.

Intervention Strategy Code (RtI)

Intervention Strategy Indicator Code indicates that a student enrolled at the campus participated in an intervention strategy at any time during the school year (TEC 26.004). The Intervention Strategy Indicator Code is reported in the FALL and Summer PEIMS Data Collections.

146 – PEIMS Demographics (Program) Screen

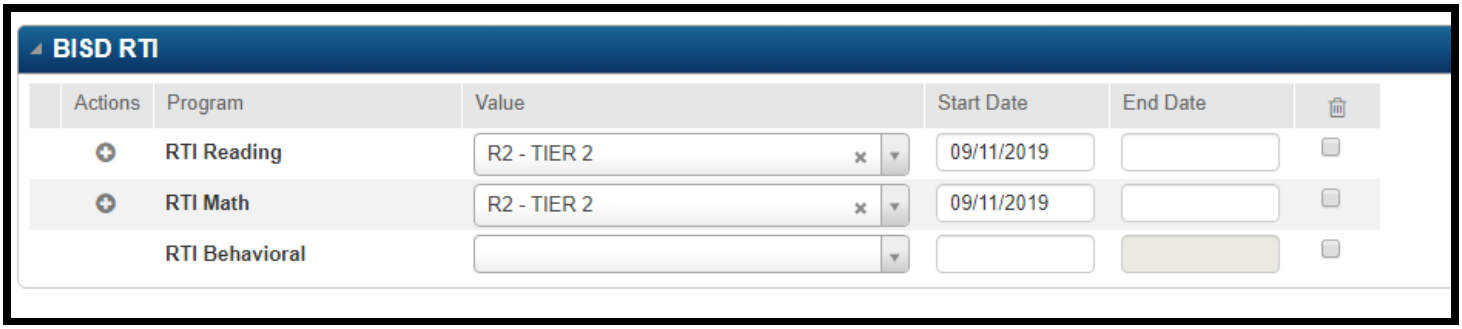
Navigate to 504 Plan (146 Screen):

1. Menu -> Registration -> Entry & Reports -> Student Demographics -> Programs -> 146 PEIMS Demographics (Program) -> Intervention Strategy
2. Intervention Strategy -> check mark ✓
3. Enter the Start Date
4. Click Save

1650 – BISD RtI

Navigate to 504 Plan (146 Screen):

1. Menu -> Registration -> Entry & Reports -> Student Demographics -> Programs -> 1650 BISD RtI
2. Select RtI Programs that apply -> Value and Start Date



Dyslexia Risk Code

House Bill (HB) 1886 was passed which, amended TEC 38.003(a) to require screening for dyslexia and related disorders by the end of the school year for each student in kindergarten and middle of school year for each student in first grade.

Navigate to Dyslexia Risk Code (TBA):

- Code 01 : Screened and determined to be not at risk for dyslexia or related disorders
- Code 02: Screened and determined to be at risk for dyslexia or related disorders
- Code 03: Not screened for dyslexia or related disorders

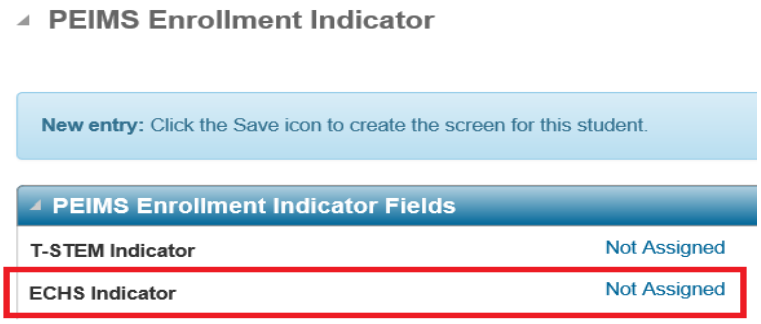
EARLY COLLEGE–INDICATOR–CODE

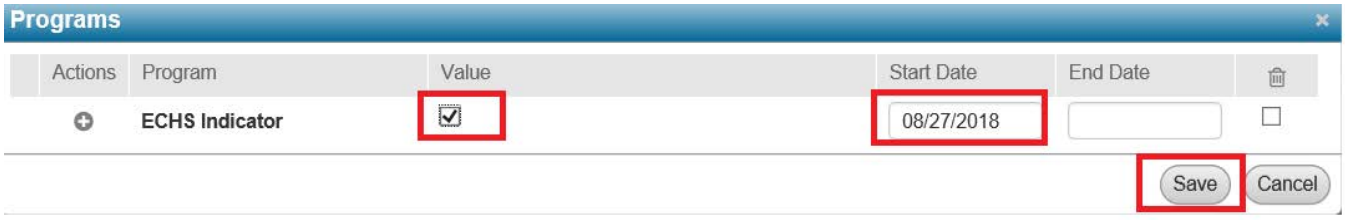
Navigating Path: Menu > Registration > Entry & Reports > Student Demographics >Programs >150 PEIMS Enrollment Indicator > ECHS Indicator

Districts are required to report the Early College Indicator Code for students enrolled in a designated Early College High School (ECHS) as defined in TAC 102.1091. The Early College Indicator Code is reported in the Fall, Summer and Extended Year PEIMS Data Collections.

How to code students with the Early College (ECHS) Indicator Code

1. Login into eSchoolPLUS
2. Search for student on the Quick Search
3. Go to Menu > Registration > Entry & Reports > Student Demographics >Programs >150 PEIMS Enrollment Indicator > ECHS Indicator
4. Click to open up the ECHS Indicator Code
5. Click on the checkbox
6. Enter the Start date (student's enrollment date)
7. Click on Save





Early Reading Indicator (Grades KG, 01 and 02)

EARLY READING INDICATOR CODE

Contact the Curriculum Department for information regarding the Early Reading Indicator

Navigating Path: Menu > Registration > Entry & Reports >Student Demographics >Programs >150 PEIMS Enrollment Indicator > Early Reading Indicator

EARLY-READING-INDICATOR-CODE (E1522) The EARLY-READING-INDICATOR-CODEs 1, 2 and 3 only apply to students in grades KG, 01, and 02. The early reading indicator indicates whether a student is eligible for accelerated reading instruction as a result of reading difficulties or having dyslexia as indicated by the administered reading instrument.

- For the Fall PEIMS submission the Early Reading Indicator code is imported into eSchoolPLUS the first week of November, after the close of the BOY testing calendar.

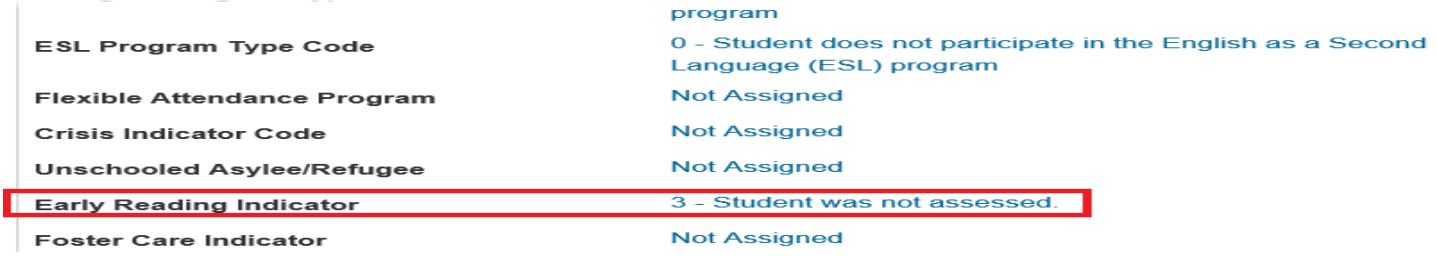
  Note: Comment field will indicate whether the import data is for the Fall or Summer Submission.

- For the EOY PEIMS Summer Submission the Early Reading Indicator code is imported into eSchoolPLUS at the end of May after the after the close of the EOY testing calendar.

  Note: Comment field will indicate whether the import data is for the Fall or Summer Submission.

Code	Translation
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)

Programs



ECONOMIC DISADVANTAGE STATUS

Students Economic Disadvantage status is PEIMS reportable and is collected and reported to PEIMS twice a year regardless if the student receives free meals. Econ Status is collected and reported during the Fall PEIMS submission and at the end of the year during the Summer PEIMS Submission. The NSLP lunch application will NO longer be permissible to determine a student's economic status for a campus participating in the Community Eligibility Program (CEP)

It will be the CEP campus responsibility to review the students economic status. The ONLY valid PEIMS economic code for students enrolled at a CEP campus will be either 00-Not Identified As Economically Disadvantaged, 01 – Eligible for Free Meals (RESERVED for Food & Nutrition Services ONLY) , 02 - Eligible for Reduced Meals (RESERVED for Food & Nutrition Services ONLY) and code 99 – Other Economic Disadvantage code.

Navigating Path: Menu → Registration → Entry & Reports → Student Demographics >Programs >145 PEIMS Economically Disadvantaged (Program)

INPUTTING THE ECON STATUS CODE for CEP Campuses

The Econ Status coding for students who are directly certified will be taken care of by Food & Nutrition Services Department and will be coded with an Econ Status of 01-Eligible For Free Meals or 02 - Eligible for Reduced Meals. Since this information comes from the state, it is not necessary for you to enter code 01 or code 02; however, it will be necessary for CEP campus personnel to determine the economic disadvantaged status for all other students if necessary.

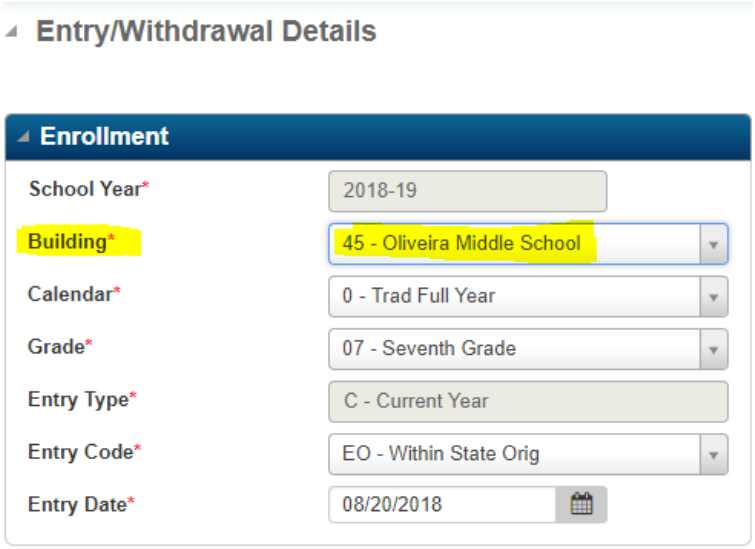
For any additional questions regarding the Community Eligibility Program (CEP), contact the Food & Nutrition Services Department.

ENROLLMENT

CAMPUS ID OF ENROLLMENT (Required for all students)

Navigating Path: Search Student → Menu → Registration → Entry & Reports → Student Demographic → Entry/Withdrawal → Click on Year

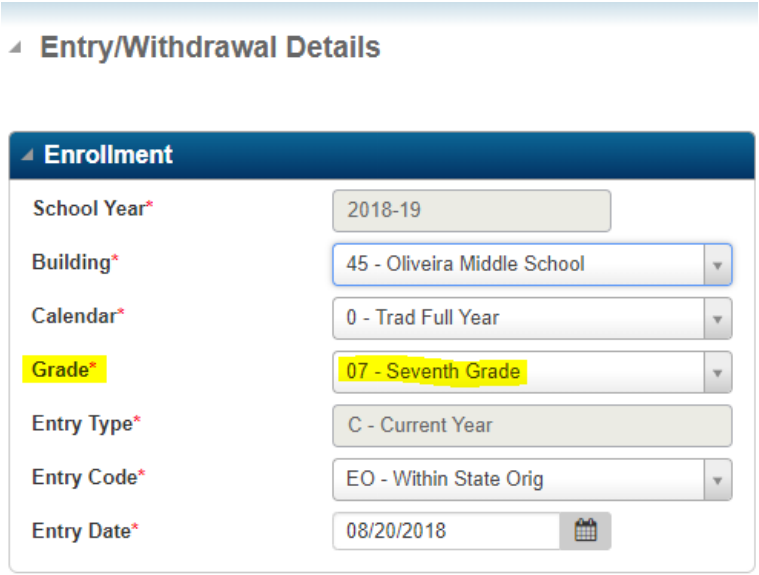
Description: Indicates the unique campus in which the student is enrolled.



GRADE LEVEL CODE

Navigating Path: Search Student → Menu → Registration → Entry & Reports → Student Demographic → Entry/Withdrawal → Grade

Student grade level is reported to PEIMS during each PEIMS submission.



ENROLLMENT

CAMPUS ID OF ACCOUNTABILITY (Entered and maintained by Pupil Services for students assigned to JJAEP Campus)

Navigating Path: Menu → Registration → Entry & Reports → Student District Defined → District-Defined PEIMS Demographic→ Campus ID of Accountability

Description: Indicates the campus number to which a student's attendance and/or leaver accountability data are attributed for campus accountability purposes.

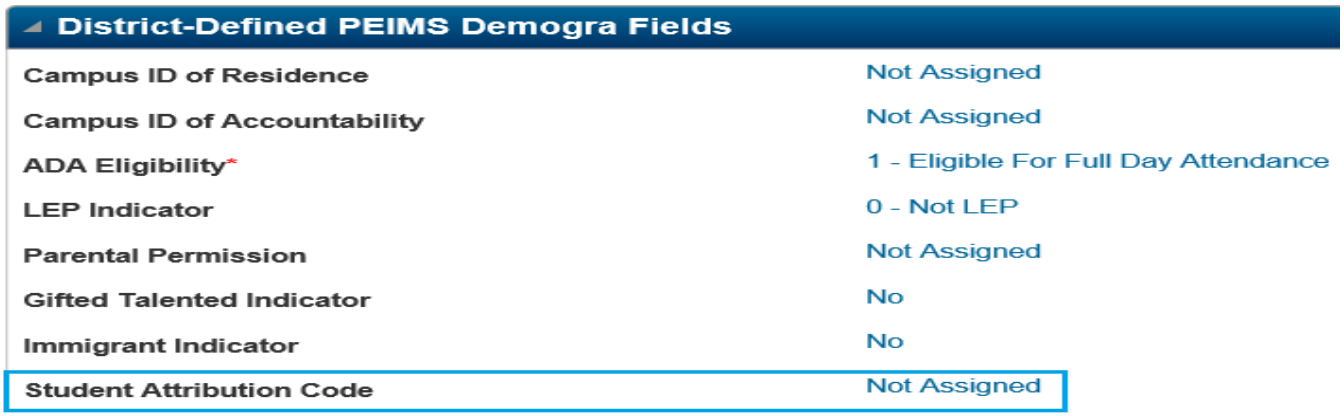
This field is used for students who were enrolled only at a DAEP and/or a JJAEP. CAMPUS-ID-OF-ACCOUNTABILITY cannot be a DAEP and/or a JJAEP.

District Defined PEIMS Demographics

STUDENT ATTRIBUTION CODE - Out of District Transfers (Entered and maintained by Pupil Services Department)

Navigating Path: Menu → Registration → Entry & Reports → Student District Defined → District-Defined PEIMS Demographic → Student Attribution Code

Student attribution coding is required for students who transfer between school districts, students served in a JJAEP, students attending the district who reside outside Texas, students receiving special ed services who are enrolled in a private or homeschool etc.



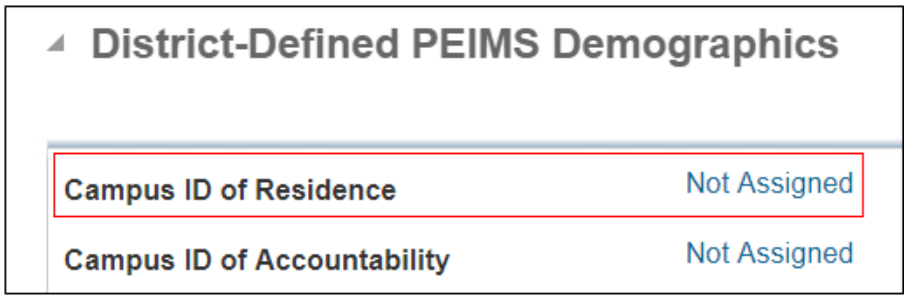
ENROLLMENT

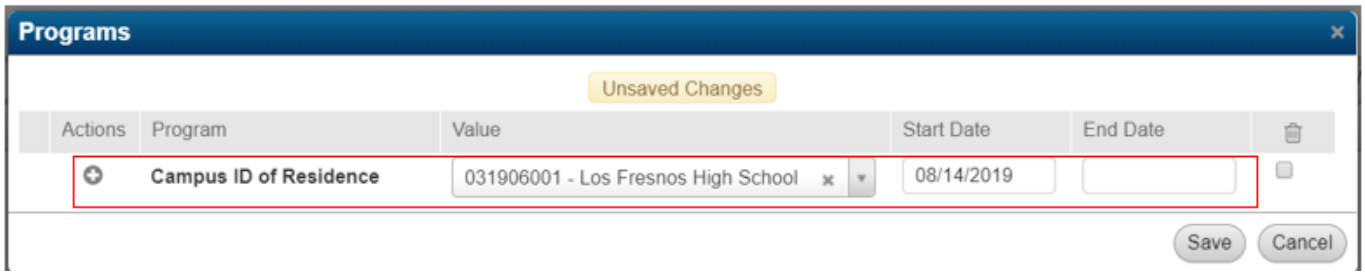
CAMPUS ID OF RESIDENCE - Out of District Transfers (Entered and maintained by Pupil Services Department)

Navigating Path: Menu → Registration → Entry & Reports → Student District Defined → District-Defined PEIMS Demographic → Campus ID of Residence

Refer to Student Attendance Accounting Procedures.

Description: Campus ID of Residence indicates the unique campus identification number corresponding to the campus attendance area in which the student currently resides. This is for students who reside in another district.





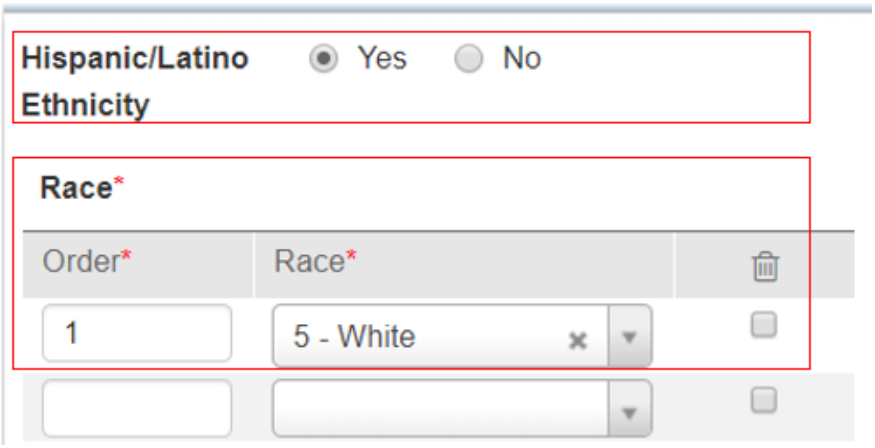
FEDERAL RACE and ETHNICITY CATEGORIES (Required for all students)

Navigating Path: Search Student Menu → Registration → Entry & Reports → Student Demographic → Personal → Hispanic/Latino Ethnicity and Race

Hispanic/Latino Ethnicity and Race Categories. Federal Race and Ethnicity is reported to PEIMS during the Fall and Summer PEIMS submissions. Both Federal Hispanic/Latino Ethnicity and Race Categories **MUST** be entered into eSchoolPLUS based on the results of Part 1 & 2 of the Texas Public School Student Ethnicity and Race Data Questionnaire.

IMPORTANT: Upon enrollment in a school district, all families must be given an opportunity to identify ethnicity and race information for their school aged children. Districts MUST retain all original, individual responses for a minimum of 3 years, unless there is litigation, a claim, an audit, investigation or other action involving the records that has commenced before the three-year period ends, in which case the responses must be retained until the action is complete.

PEIMS data is extracted from the Federal Hispanic/Latino Ethnicity and Race categories. A student may select more than one race from the Federal Race categories.



FOSTER CARE INDICATOR CODE

Navigating Path: a. Menu > Registration > Entry & Reports > Student Demographics >Programs >146 PEIMS Demographics (Program) > Foster Care Indicator

Description: 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.

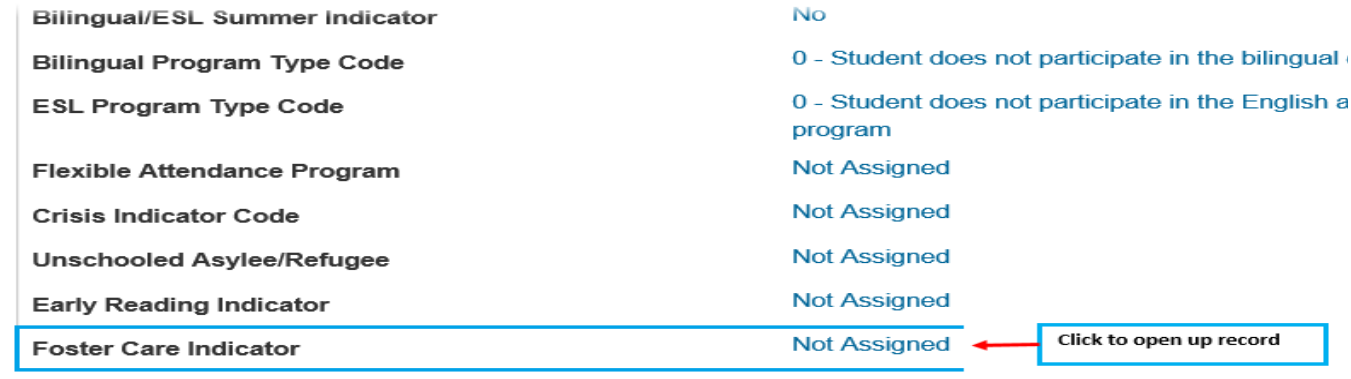
☎ Contact Pupil Services Department regarding Foster Care.

How to Add the Foster Care Indicator

The foster care indicator code for students who have been identified as Foster Care based on the SRQ must be entered into eSchoolPLUS.

1. Search for Student
2. Navigate as follows:
    a. *Menu > Registration > Entry & Reports > Student Demographics >Programs >146 PEIMS Demographics (Program) > Foster careIndicator*
3. Scroll down to 'Foster Care Indicator' and open up the record
4. Select the applicable Foster Care Indicator code from the drop down menu.
5. Enter the Start Date, (use the student's enrollment date)
6. Click SAVE

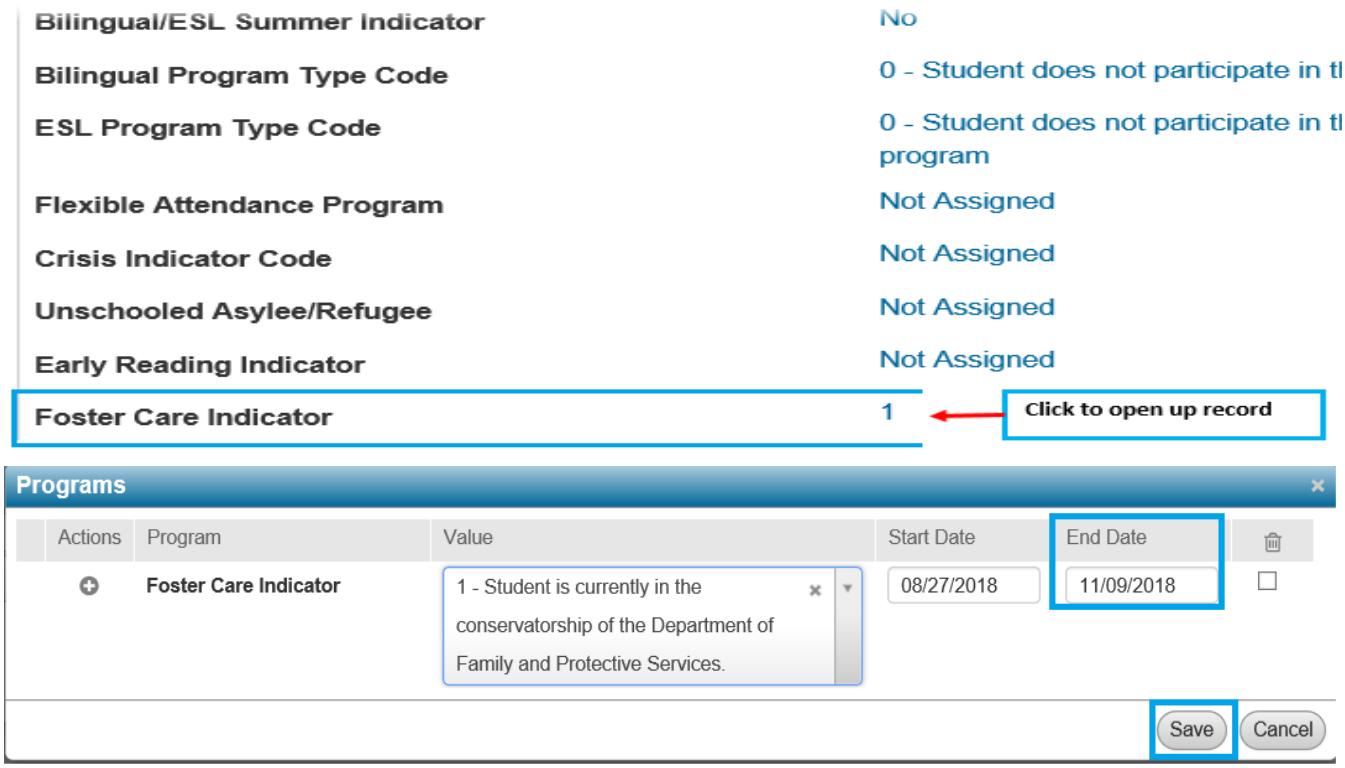
Programs



How to Edit/End the Foster Care Indicator

1. Search for Student
2. Navigate as follows:
    a. *Menu > Registration > Entry & Reports > Student Demographics >Programs >146 PEIMS Demographics (Program) > Foster Care Indicator*
3. Scroll down to 'Foster Care Indicator' and open up the record
4. Enter the '**End Date**' for the current foster care indicator code
5. Click SAVE

Programs



NOTE: PK students only should be coded with a Foster Care code of '2-Pre-kindergarten student was previously in the conservatorship of the Department of Family and Protective Services following an adversary hearing'. All other students should be coded with a code of '1'.

Foundation High School Program

The Foundation High School Program (FHSP) coding is required for all students in Grades 9-12. There are **THREE FHSP ITEMS** that need to be coded when coding the Foundation High School Program;

a. **FHSP Participation code (Foundation High School Plan)**
b. **FHSP Distinguished Level of Achievement**
c. **FHSP Endorsements**

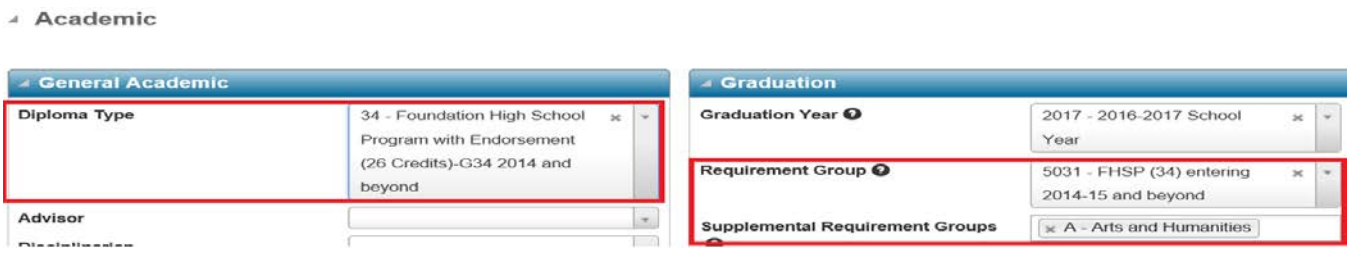
This data MUST be entered at the beginning of the school year and maintained by the campus throughout the school year. Data is collected during PEIMS submission 3.

There are two different areas in eSchoolPLUS where the FHSP Participation Code, Distinguished Level of Achievement and Endorsements will need to be entered (The Academic Screen & FHSP Override Screen:

1. *Navigating Path: Menu → Registration → Entry & Reports → Academic → Requirement Group → Supplemental Requirement Groups*
2. *Navigating Path: Menu → Registration → Entry & Reports → Student District Defined → FHSP Overrides*

Academic Screen:

1. Search for Student
2. Navigate as follows:
   a. *Navigating Path: Menu → Registration → Entry & Reports → Academic → Requirement Group → Supplemental Requirement Groups*
3. Select the applicable FHSP Academic Plan from the **'Requirement Group' as well as from the 'Diploma Type'** drop down menu. See school counselor for the appropriate plan to assign.
4. Select the applicable FHSP Endorsement from the '**Supplemental Requirement Group'** drop down menu. See school counselor for the appropriate plan to assign.
5. Click on the SAVE icon



FHSP Override Screen:

1. Search for Student
2. Navigate as follows:
   a. *Navigating Path: Menu → Registration → Entry & Reports → Student District Defined →FHSP Overrides*
3. Select the applicable '**Foundation High School Plan' status** from the drop down menu. All students should be coded as follows:
   a. Code 1- Participating. **All students** are coded "1" as Participating.
   b. Code 2-Completed. Once FHSP completed student must be coded a "2"
   c. Code 0- Not Participating. If student is no longer participating a Foundation High School Plan
4. Select the applicable **'FHSP Distinguished Level of Achievement'** from the drop down menu. Students **currently pursuing or have successfully completed** the distinguished level of achievement program under the Foundation High School Program as provided by TEC 28.025 (b-15) will need to be identified and tagged. **Note:** Campuses are responsible for maintaining this code throughout the school year.

   Select the applicable FHSP Distinguished level of Achievement code from the FHSP Dist. Lvl of Achvmnt drop down. All students should be coded with **FHSP and FHSP Dist. Lvl of Achvmnt**.
   a. Code 1- Participating – All students should be coded as pursuing an FHSP Plan
   b. Code 1 -Dist. Lvl of Achvmnt must be coded if student pursuing
   c. Code 2- Completed – Select this code ONLY when the student has completed the Distinguished Level of Achievement under the FHSP academic plan
   d. Code 0 – Not Participating

5. Select the applicable '**FHSP Endorsement' status** by selecting 1-Participating; 2-Completed; 0-Not Participating next to the corresponding endorsement for each student. See school counselor for the appropriate plan to assign.
   a. STEM Endorsement
   b. Bus. And Industry Endorsement
   c. Public Service Endorsement
   d. Arts and Humanities Endorsement
   e. Multi-Disciplinary Endorsement
6. Click on the SAVE icon .

Non HB5 Graduation Plan	Non HB5 Graduation Plan	ENDORSEMENT / PERFORMANCE ACKNOWLEDEGMENTS
Recommended	Do NOT enter any information on FSHP Override Screen	Do NOT enter any information on FSHP Override Screen
Distinguished Achievement Plan		
Minimum		
Endorsement (FHSP Override Graduation Screen) ***Code as a "1" to indicate Pursuing*** ***Code as a "2" to indicate Completed for Graduates***		
HB 5 Graduation Plan	**HB 5 Graduation Plan**	**Endorsement**
Foundation ***ALL** students will be coded 1 throughout high school*	Select: "**FHSP"**	Data Entry: **Code 1 during school year** Data Entry: **Code 2 at graduation** Do **NOT** select any "Completed" box under Endorsement fields at graduation
Foundation with Endorsement	Select: **"FHSP"**	Data Entry: **Code 1 during school year** Date Entry**: Code 2 at graduation** Select: **Pursuing for appropriate Endorsement** Select: "**Completed**" on the drop down box for the appropriate Endorsement completed at graduation Data Entry: **Code 2** **Do not code 2 on FHSP Distinguished Lvl of Achievement**
Distinguished Level of Achievement	Select: **"FHSP"** and Select: "**FHSP DLA"** "	Data Entry: **Code 1 during school year** Data Entry: **Code 2 at graduation** Select: "**Completed**" on the drop down box for the appropriate Endorsement completed Data Entry: **Code 2**
PERFORMANCE ACKNOWLEDGEMENTS		
ADVANCED PLACEMENT / IB EXAMS	Select Name of Exam /DATE	Student received 3 or higher on AP exam
BILINGUALISM & BILITERACY	Select: "**Yes"** if	Student met designated criteria
INDUSTRY CERTIFICATION OR LICENSE	Select: "**Yes"** if	Student earned CTE approved
COLLEGE ASSESSMENTS	Select Assessment NAME	Student scored standard or higher
DUAL / ATC CREDIT	Select: "**Yes"** if	Student earned minimum 12 hours credit

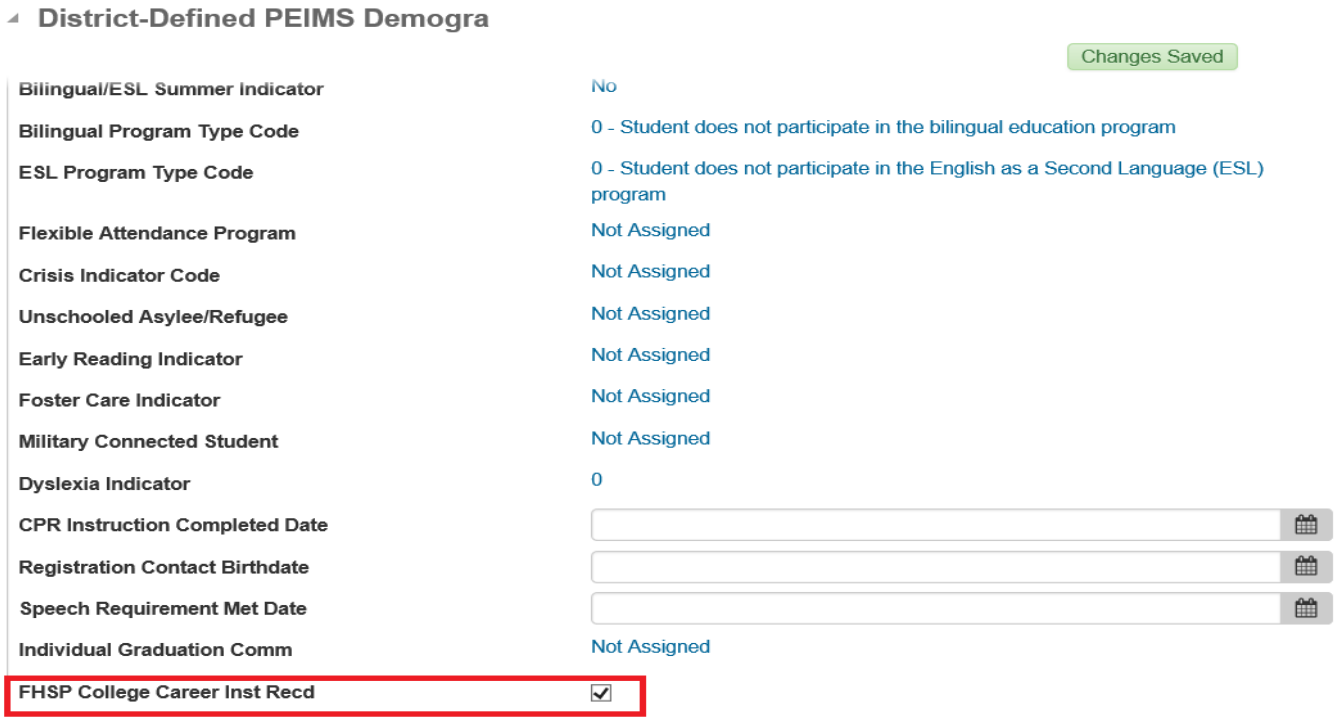
FHSP College Career Instruction Indicator Code

Navigating Path: Menu → Registration → Entry & Reports → Student District Defined → District-Defined PEIMS Demographic → FHSP College Career Inst Recd

FHSP-COLLEGE-CAREER-INSTRUCTION-INDICATOR-CODE Indicates whether a student in **grades seven or eight** has received instruction in preparing for high school, college, and a career that includes information regarding the creation of a high school personal graduation plan under TEC 28.02121, the distinguished level of achievement described by TEC 28.025(b-15), each endorsement described by TEC 28.025(c-1), college readiness standards, and potential career choices and the education needed to enter those careers.

How to assign the FHSP College Career Instruction Indicator Code for individual students

1. Scroll down to 'FHSP College Career Inst Recd'
2. Insert a check mark in the Check Box to turn on the FHSP College Carreer Indicator Code
3. Click SAVE



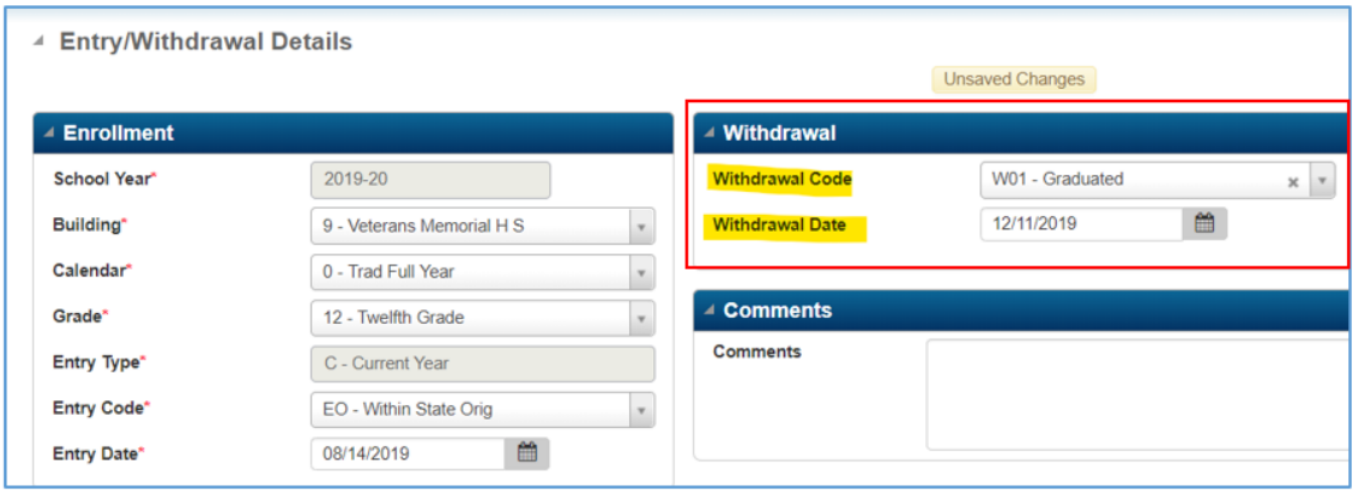
GRADUATION

DATE OF GRADUATION

Navigating Path: Menu → Registration → Entry & Reports → Entry/Withdrawal

For instructions on how to input graduate coding in eSchoolPLUS refer to the separate 'PEIMS Graduate Coding' instructions.

Description: Indicates the month and year that the student graduated from high school. The Date of Graduation will be derived from the date entered within the Entry/Withdrawal screen→ Withdrawal Code and Withdrawal Date and translated into the (MMYY) pattern.



GIFTED TALENTED INDICATOR CODE (Maintained by College & Career Readiness-Advanced Academics Department)

Contact the College & Career Readines - Advanced Academics department for questions regarding the Gifted & Talented program.

Navigating Path: a. Menu > Registration > Entry & Reports > Student Demographics >Programs >146 PEIMS Demographics (Program) > Gifted & Talented Indicator

Description: Indicates whether the student is participating in a state-approved gifted and talented program, as defined in 19 TAC §89.1. PEIMS GT coding can only be reported for students in grades KG through 12.

(Campus Viewing Only)

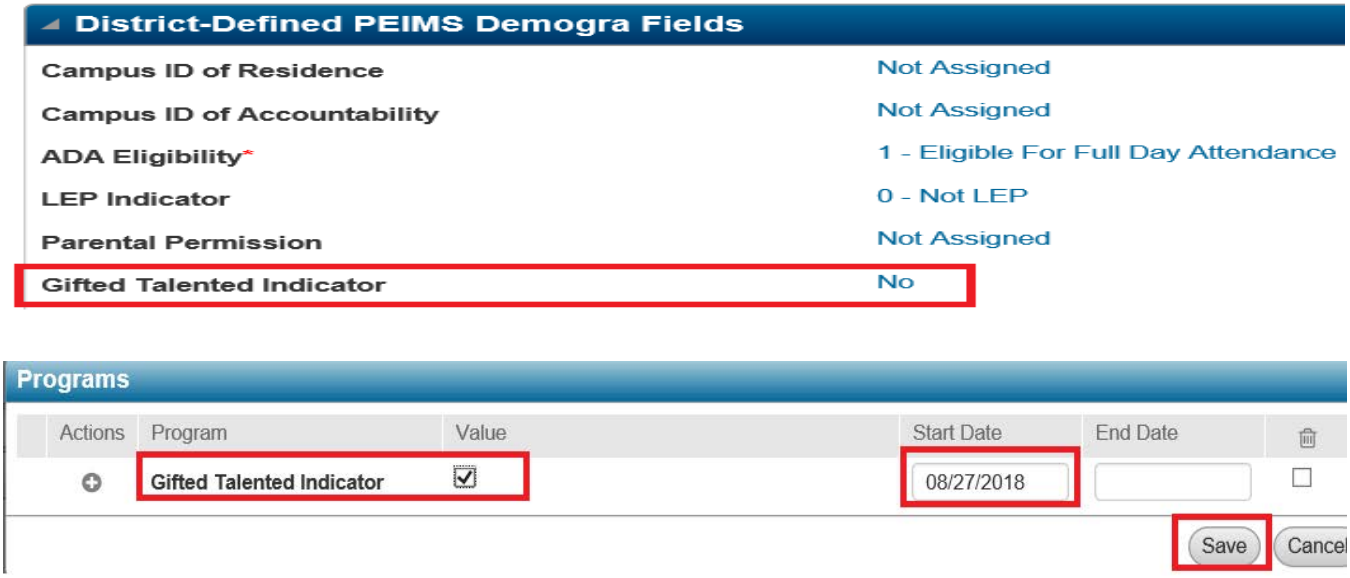
1. Navigate to Gifted Talented Indicator Code:
   Navigating Path: Menu > Registration > Entry & Reports > Student Demographics >Programs >146 PEIMS Demographics (Program) > Gifted & Talented Indicator

2. Open up the Gifted Talented Indicator record

3. Enter **the effective date (start date) and check the GT Funding Indicator box** for the student. If the student has a GT Funding indicator in effect on the snapshot date, then a 1 will be output to the TEA file. Otherwise a 0 (zero) will be populated.

4. Click SAVE

Programs



How to Exit GT Coding (Maintained by College & Career Readiness-Advanced Academics Department)

1. Navigate to Gifted Talented Indicator Code:
   Navigating Path: Menu > Registration > Entry & Reports > Student Demographics >Programs >146 PEIMS Demographics (Program) > Gifted & Talented Indicator
2. Open up the Gifted Talented Indicator record
3. Enter the END DATE to reflect the date that the student is no longer being served in the GT program.
4. Click SAVE

Programs

HOME LANGUAGE CODE (Required for all students-Maintained by Bilingual Clerk)

Navigating Path: Search Student → Menu → Registration → Entry & Reports → Student Demographic → Registration → Home Language

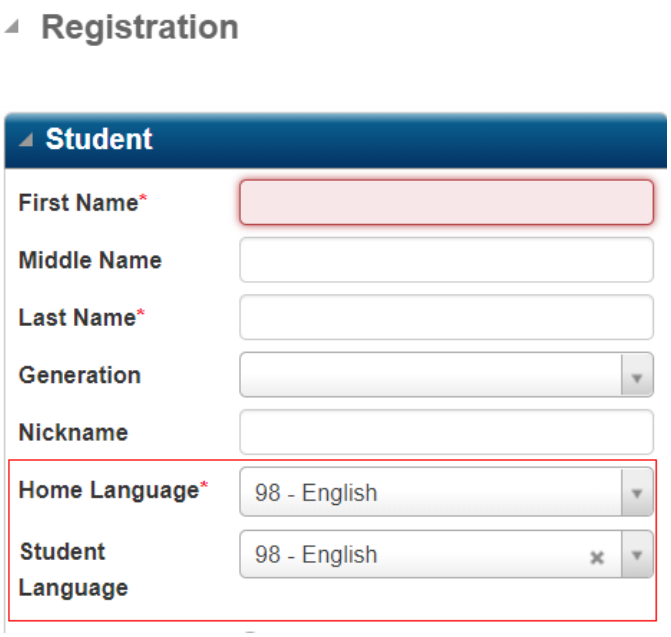
The student's home language in effect on the PEIMS snapshot will be reported to PEIMS during the Fall PEIMS submission. All students must be coded by the PEIMS snapshot date.

Description: Indicates the language **spoken in the student's home**, as determined by the student's home language survey. (See 19 TAC §89.1215.) The HOME-LANGUAGE-CODE is mandatory for students enrolled on the fall as-of-date and/or school start window, regardless of whether they have been determined to be LEP. If a language other than English is spoken in the student's home "most of the time", based on the Home Language Survey, then that language should be indicated by the HOME-LANGUAGE-CODE.

STUDENT LANGUAGE CODE (Student Language) (Required for all students)

Navigating Path: Search Student → Menu → Registration → Entry & Reports → Student Demographic → Registration → Native Language

Description: Indicates the **language spoken by the student**, as determined by the student's home language survey. (See 19 TAC §89.1215.)



Homeless & Unaccompanied Youth Coding (Entered and maintained by Homeless Youth Connections Pro ect Personnel)

HOMELESS Status

☏ Contact the district's Homeless Youth Project Personnel regarding the homeless and or Unaccompanied Youth program.

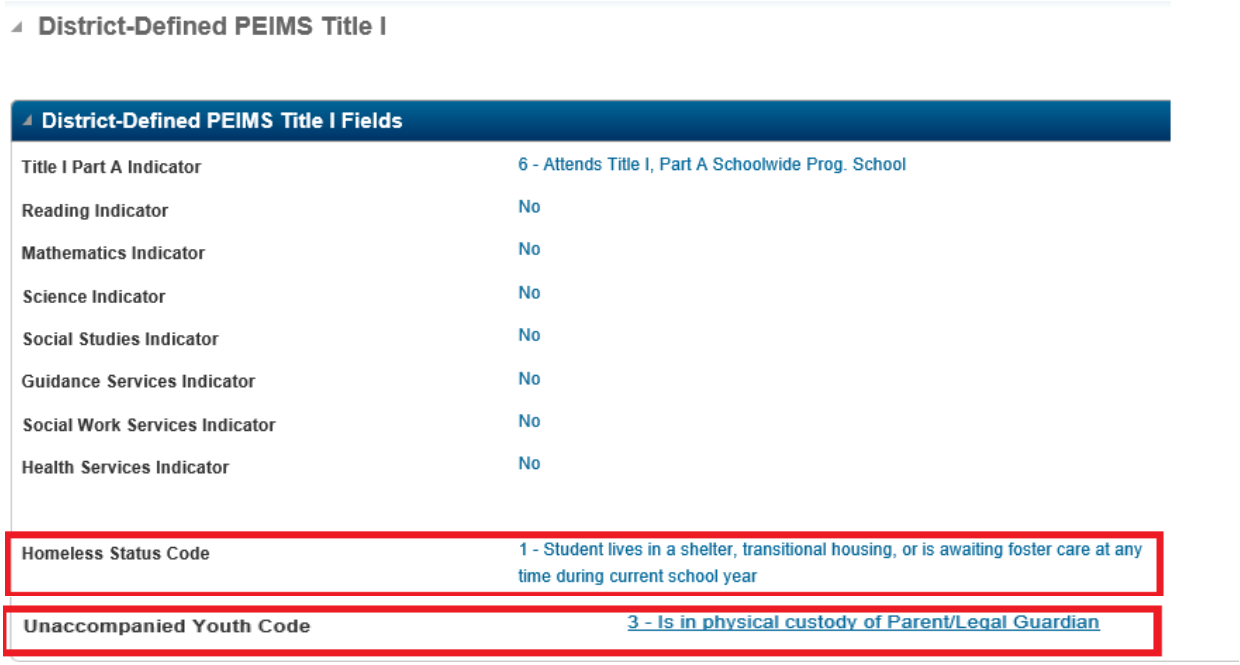
HOMELESS-STATUS-CODE is used to identify all the students that have experienced homelessness at some point during the school year. If a student is homeless, but later that school year enters into permanent housing, this status code should not be changed and should still indicate that the student **had been homeless**. For PEIMS reporting purposes, **all students identified as homeless in the Fall Snapshot must also be coded as homeless in the summer collection**. The homeless status of each student should be determined upon enrollment and at the start of each new school year. Additionally, every school district needs to have processes and procedures in place to help identify students who become homeless after enrollment or after the start of a new school year. The homeless status of each student **must be determined each year**.

UNACCOMPANIED-YOUTH-STATUS-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. The services may be direct services as outlined in the McKinney-Vento Act in Section 723, or indirect services such as those provided by a staff member who position is funded with McKinney-Vento funds

All PEIMS reporting is based on the initial Nighttime Residence record for the year that identifies the student as homeless AND on the initial Homeless funding record for the year that identifies the student's Unaccompanied Youth Status. The applicable date range for each school year will be the Start Date and End Date of the current district calendar. Once a student has been identified as homeless for the school year, the homeless coding **MUST remain** in eSchoolPLUS for the entire school year. **DO NOT exit or remove** the homeless status!

Navigating Path: Menu → Registration → Entry & Reports → Student District Defined → District-Defined PEIMS Title I → Homeless Status code or Unaccompanied Status code

FOR CAMPUS VIEWING PURPOSES:



Individual Graduation Committee (IGC) Review Code

(maintained by campus-initial IGC Meeting date)

Contact the Curriculum Department for questions relating to IGC Review Codes.

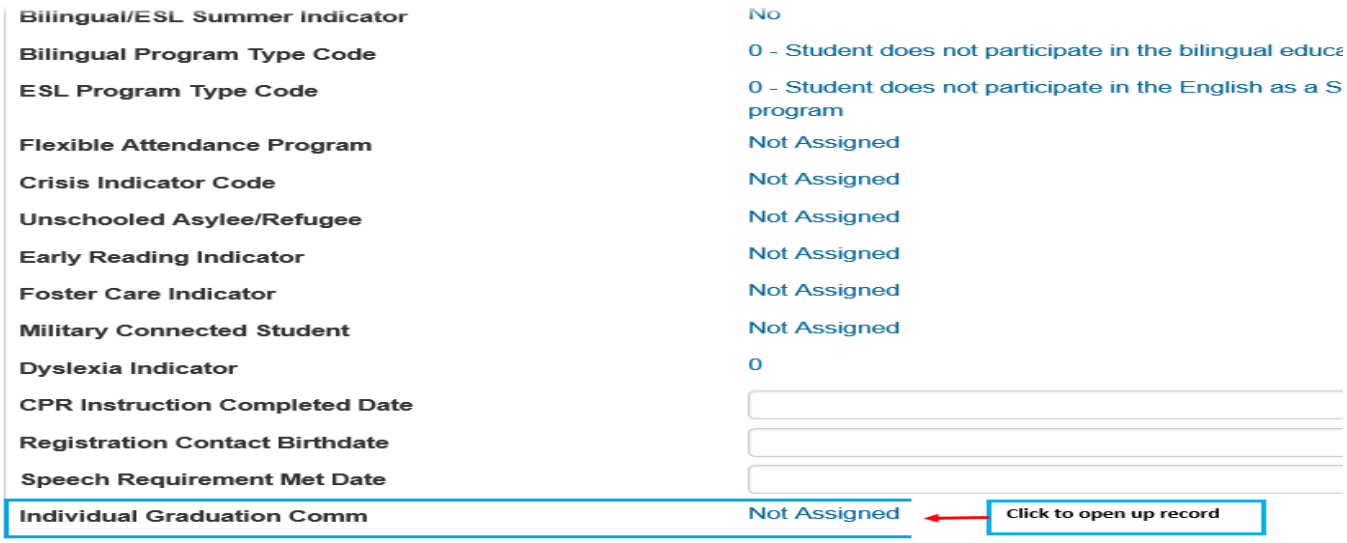
Individual Graduation Committee Review code indicates whether an IGC has been established for a student. The IGC Review Code is reported to PEIMS in Submission 3 only.

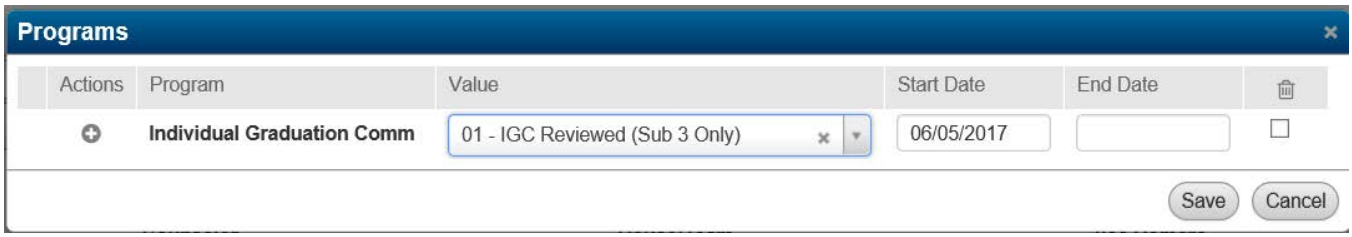
Navigating Path: Menu > Registration > Entry & Reports > Student Demographics >Programs >146 PEIMS Demographics (Program) > Individual Graduation Comm

How to manually assign the IGC Review Code to individual students

1. Navigate as follows:
   a. *Menu > Registration > Entry & Reports > Student Demographics >Programs >146 PEIMS Demographics (Program) > Individual Graduation Comm*
2. Scroll down to 'Individual Graduation Comm' and open up the record
3. Select the IGC Review Code – 01 IGC Reviewed (Sub 3 only)
4. Enter the Start Date, (IGC Graduate Review Date)
5. Click SAVE

Programs





Individual Graduation Committee (IGC) Graduate Code

☎ Contact the Curriculum Department for questions relating to IGC Graduates.

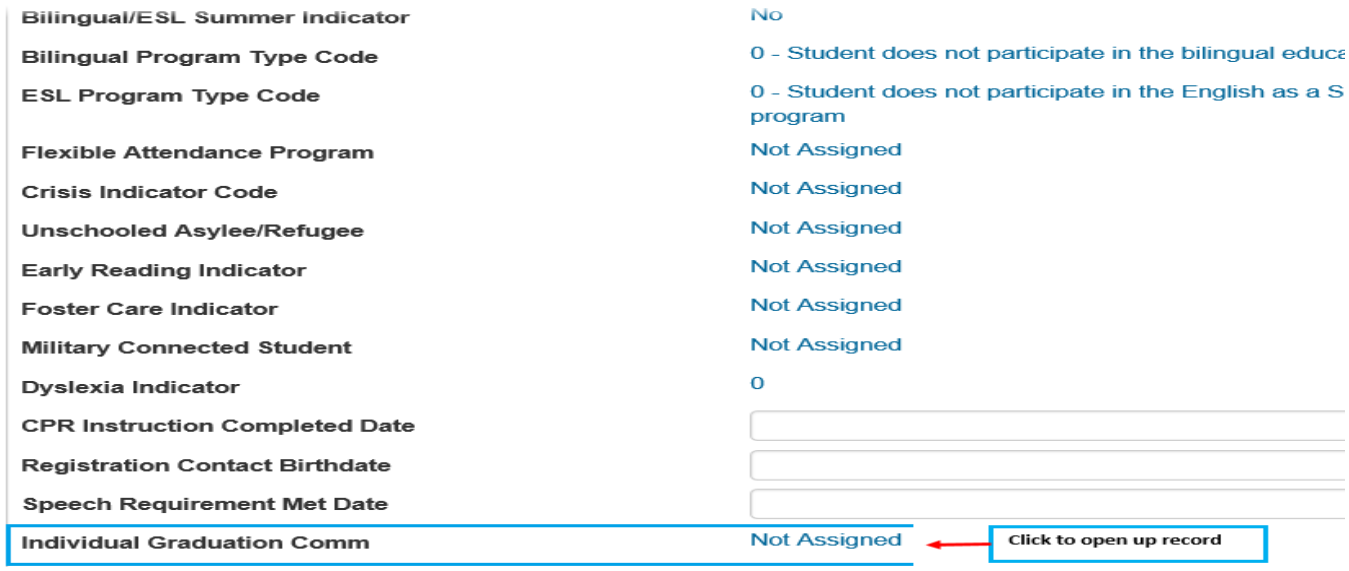
Individual Graduation Committee Graduate Code indicates whether a student for whom an IGC was established has graduated based on an IGC decision. The IGC Graduate Code is reported to PEIMS in Submission 1 only and the IGC Review Code is reported in Submission 3.

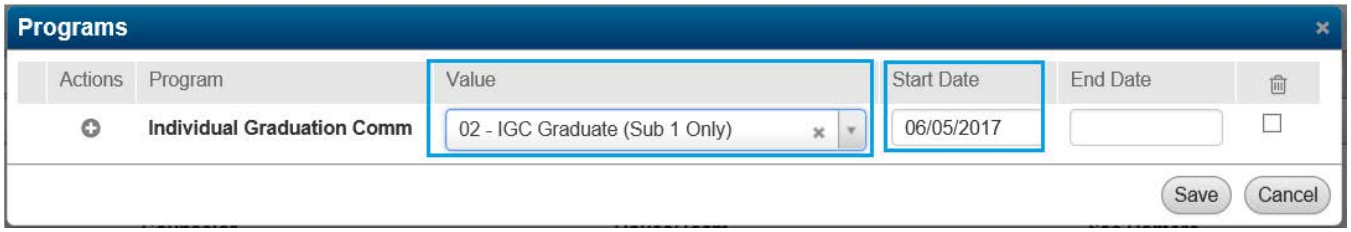
Navigating Path: Menu > Registration > Entry & Reports > Student Demographics >Programs >146 PEIMS Demographics (Program) > Individual Graduation Comm

How to manually assign the IGC Graduate Code to individual students

1. Navigate as follows:
    a. *Menu > Registration > Entry & Reports > Student Demographics >Programs >146 PEIMS Demographics (Program) > Individual Graduation Comm*
2. Scroll down to 'Individual Graduation Comm' and open up the record
3. Select the IGC Code – 02 IGC Graduates (Sub 1 only)
4. Enter the Start Date (IGC Graduate Code Date)
5. Click SAVE

Programs



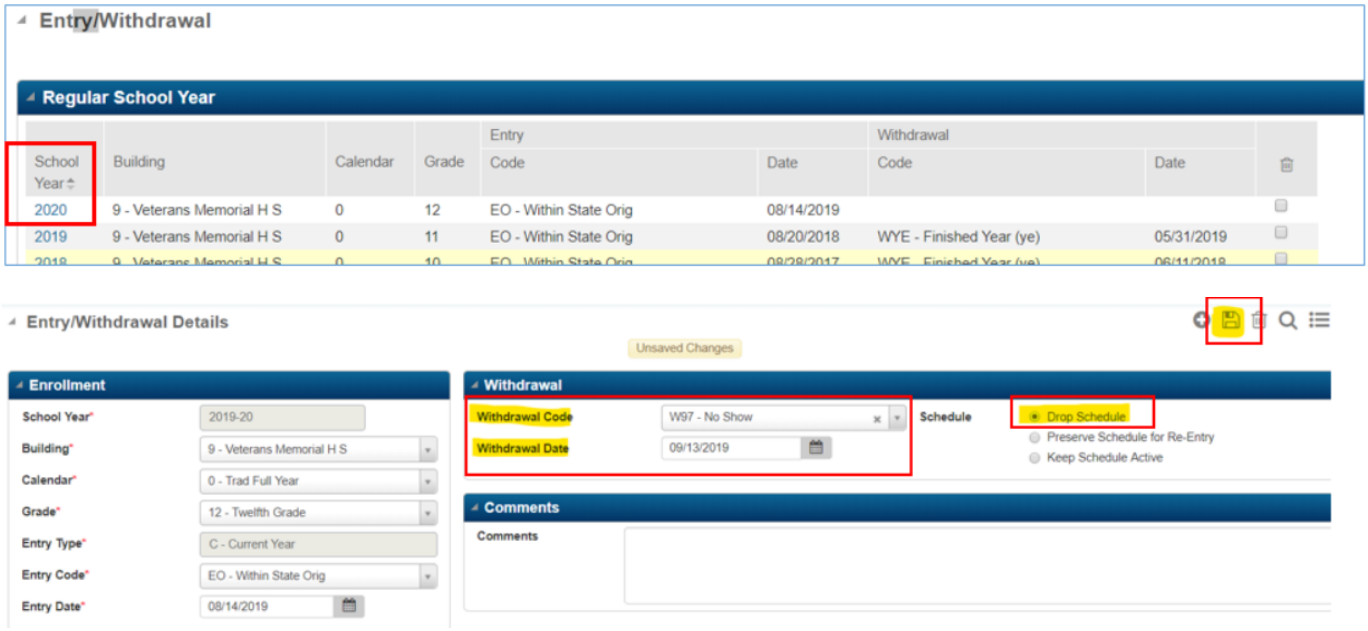


LEAVER REASON CODE

All students who leave the district require a leaver reason code. The leaver status indicates the reason a student has withdrawn from the district. For instructions on how to enter the leaver reason for 'No Shows' refer to the separate instructions on 'How to No Show a student in eSchoolPLUS'.

Refer to the BISD Leavers Policy and Procedures Manual for questions relating to leaver policies and or required documentation for leavers.

Navigating Path: Menu → Registration → Entry & Reports → Entry/Withdrawal



MIGRANT INDICATOR CODE (Maintained and entered by the Migrant Dept)

Contact the Migrant Department for questions related to Migrant Eligibility or Certificate of Eligibility-COE.

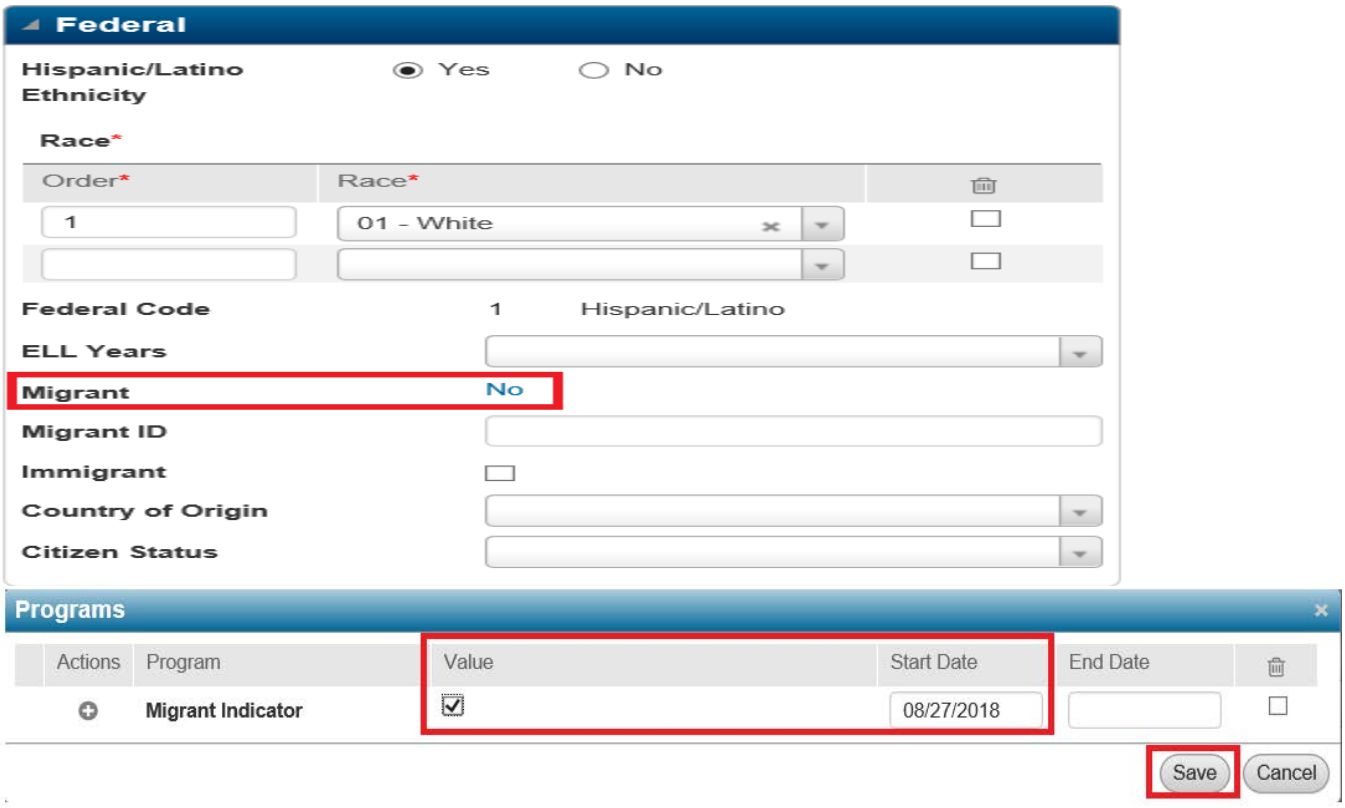
MIGRANT INDICATOR CODE is mandatory for students and is reported in submissions 1 and 3.

Navigating Path: Menu → Registration → Entry & Reports → Personal → Migrant

Definition: Indicates whether the student (ages 0-21) 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.

How to add a Migrant Indicator Code

1. Navigate to Migrant Indicator Code:
   Navigating Path: Menu → Registration → Entry & Reports → Personal → Migrant
2. Open up the Migrant Indicator record
3. Select the Migrant Indicator Checkbox and enter the Start Date
4. Click SAVE
5. Migrant ID Field: enter students Migrant ID and save

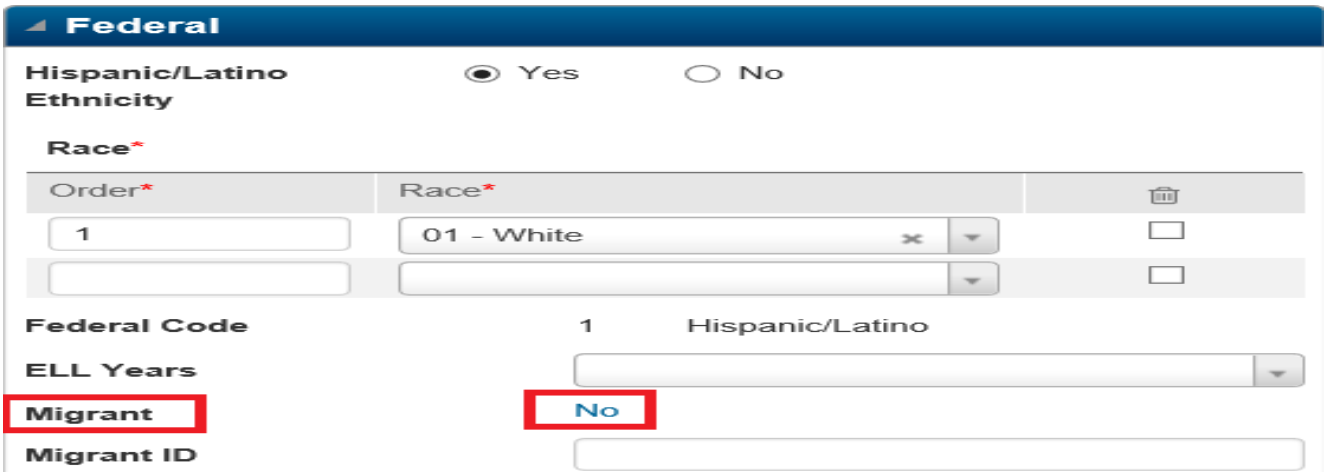


Exiting migrant status for students (End of Eligibility maintained by Migrant Dept.)

Each year the migrant status coding is rolled into the new school year.

Exiting Migrant status

1. Navigate to Immigrant Indicator Code:
   Navigating Path: Menu → Registration → Entry & Reports → Registration
2. Open up the Migrant Indicator record
3. Enter the End Date
4. Click SAVE



MILITARY CONNECTED STUDENT CODE

Navigating Path: Menu > Registration > Entry & Reports > Student Demographics >Programs >146 PEIMS Demographics (Program) > Military Connected Student

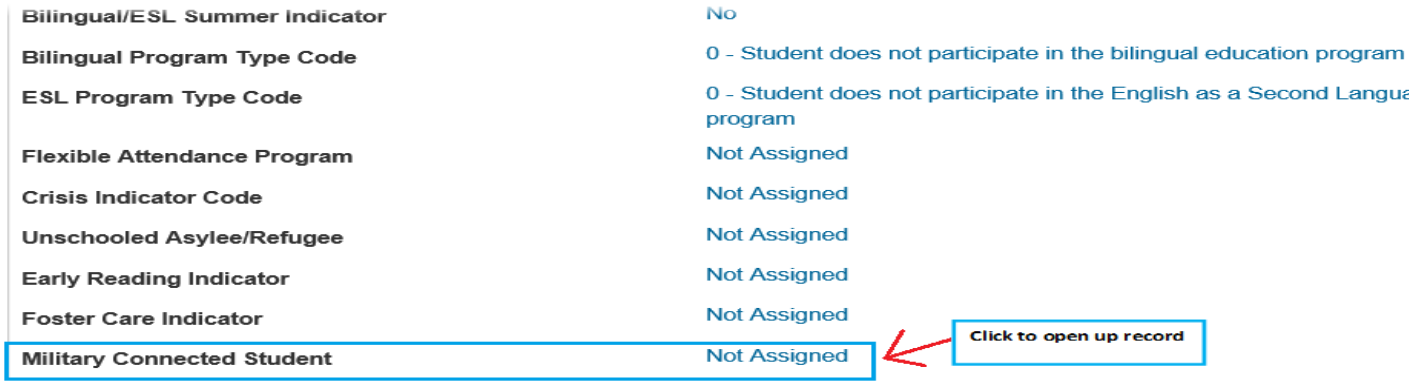
Description: MILITARY-CONNECTED-STUDENT-CODE indicates a student enrolled in a school district or open-enrollment charter school who is a dependent of a member of the United States military service in the Army, Navy, Air Force, Marine Corps, or Coast Guard on active duty, the Texas National Guard, or a reserve force of the United States Military and **Veterans**.

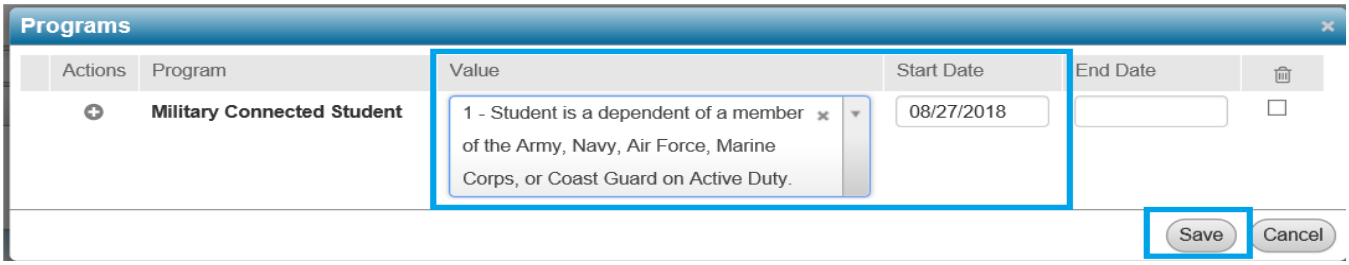
How to Add the Military Connected Student Code

The military connected indicator code for students who have been identified as military connected based on the military connected survey. The Military Connected Student indicator code is collected during the Fall PEIMS submission and during the Summer PEIMS submission (End of Year).

1. Search for Student
2. Navigate as follows:
    a. *Menu > Registration > Entry & Reports > Student Demographics >Programs >146 PEIMS Demographics (Program) > Military Connected Student*
3. Scroll down to 'Military Connected Student' and open up the record
4. Select the applicable Military Connected code from the drop down menu.
5. Enter the Start Date, (use the student's enrollment date)
6. Click SAVE

Programs

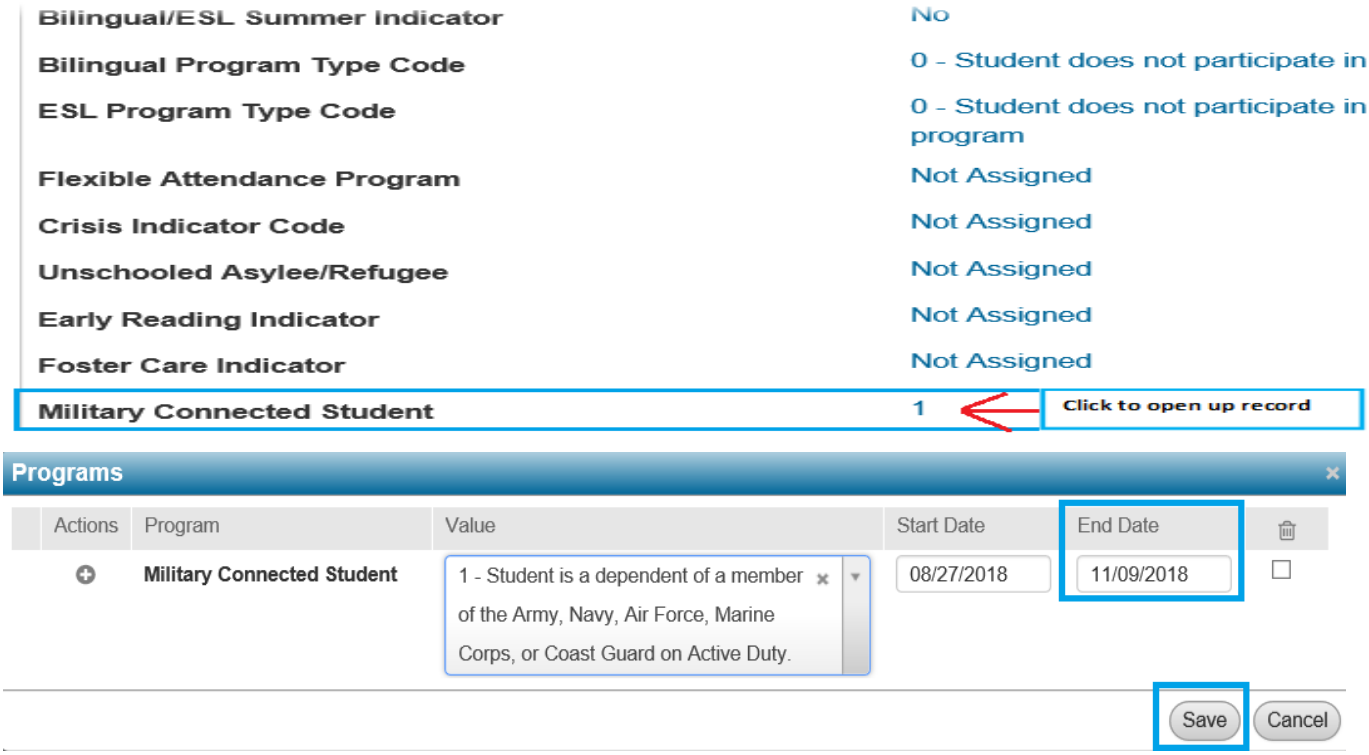




How to Edit/End the Military Connected Student Code Status

1. Search for Student
2. Navigate as follows:
    a. *Menu > Registration > Entry & Reports > Student Demographics >Programs >146 PEIMS Demographics (Program) > Military Connected Student*
3. Scroll down to 'Military Connected Student' and open up the record
4. Enter the '**End Date**' for the current military coding
5. Click SAVE

Programs



MILITARY ENLISTMENT INDICATOR CODE

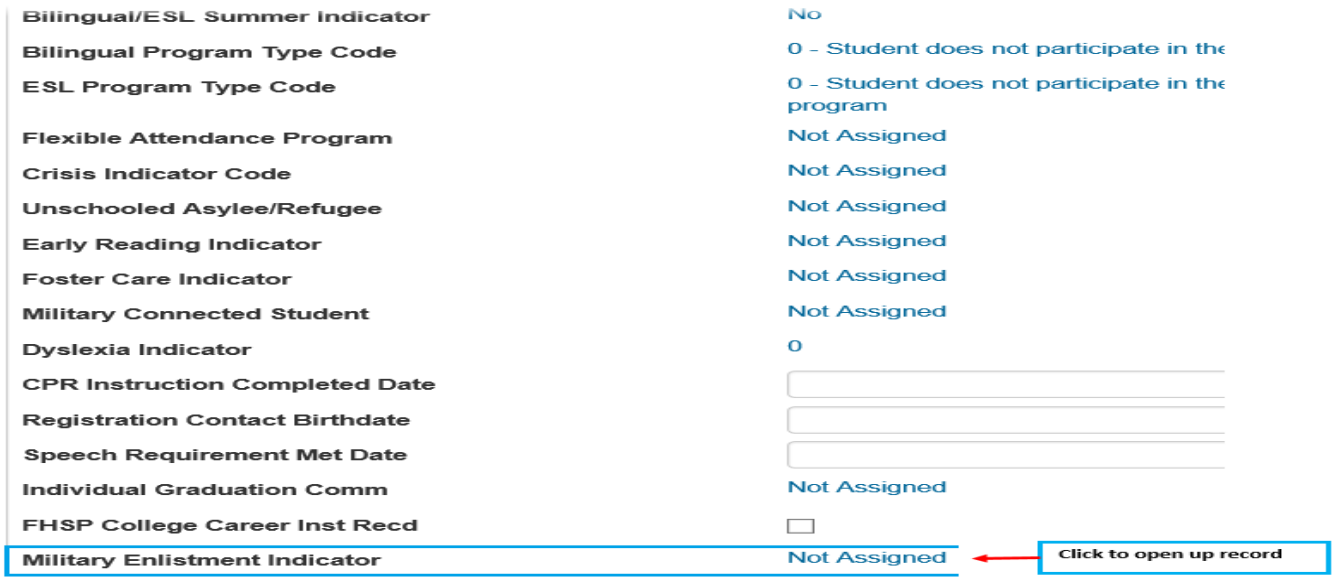
Navigating Path: Menu > Registration > Entry & Reports > Student Demographics >Programs >146 PEIMS Demographics (Program) > Military Enlistment Indicator

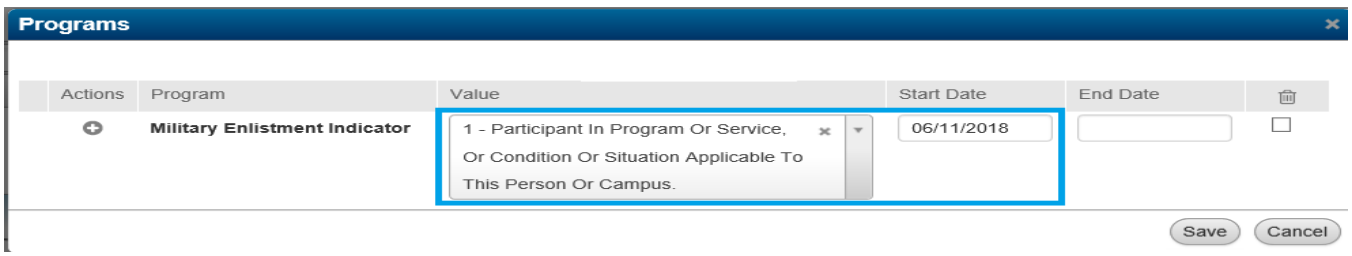
Per TEC 39.053(c)(4)(a)(ix) – TEA will be collecting the percentages of students who enlist in the armed forces of the United States (after graduation). The Military Enlistment Indicator Code indicates that a student who has graduated from high school has enlisted in the United States Armed Forces after graduation. The Military Enlistment code is reported in the PEIMS Fall Submission.

How to assign the military enlistment indicator code for individual students

1. Navigate as follows:
    a. *Menu > Registration > Entry & Reports > Student Demographics >Programs >146 PEIMS Demographics (Program) > Military Connected Student*
2. Scroll down to 'Military Enlistment Indicator' and open up the record
3. Select Code 1 = Participant in Program or Service (Sub 1 only)
4. Enter the Start Date (Students Graduation Date)
5. Click SAVE

Programs





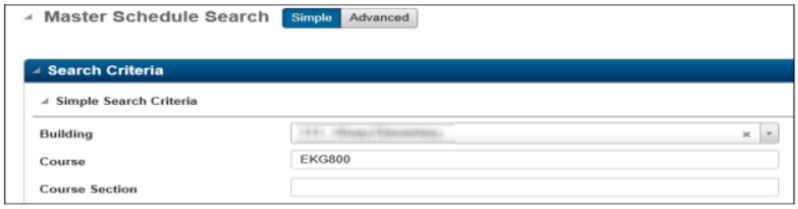
PE TEACHERS/COACHES MASTER SCHEDULING CODING

TEA requires us to report the number of physical education classes offered at each campus in the district and report the number of days, classes, and minutes offered each week during the 4 weeks in October for each campus.

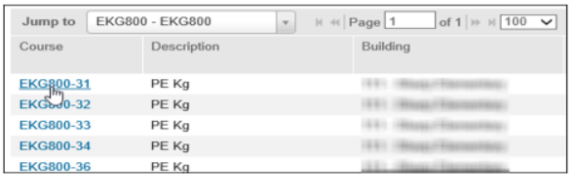
These days and minutes will be entered in the Master Schedule under the Staff Date Tracking screen.

Scheduling Icon → Course Sections → Master Schedule

1. Search for the PE Course and Section

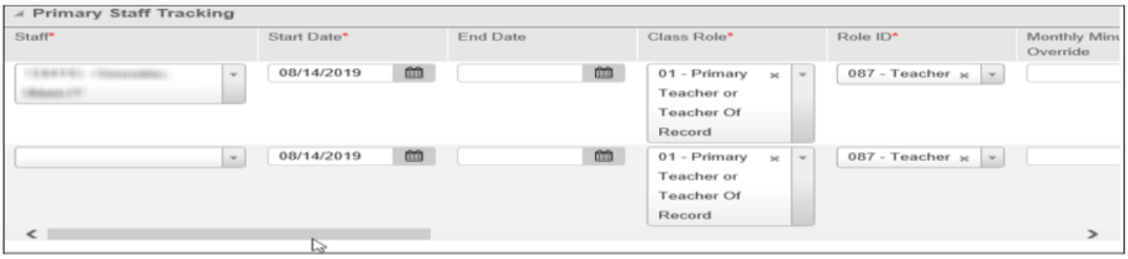


2. Click on Course section



3. Click on Primary Staff

4. Use the scroll bar to scroll to the right of the page.



5. Enter the number of Days Taught and Number of Minutes taught.

NUMBER-DAYS-TAUGHT-WEEK-1	NUMBER-DAYS-TAUGHT-WEEK-2	NUMBER-DAYS-TAUGHT-WEEK-3	NUMBER-DAYS-TAUGHT-WEEK-4
5	4	5	5

Indicates the number of days in which PE Instruction is provided each week for each course section by campus during the 4 weeks in October that includes the last Friday in October.

NUMBER-MINUTES-TAUGHT-WEEK-1	NUMBER-MINUTES-TAUGHT-WEEK-2	NUMBER-MINUTES-TAUGHT-WEEK-3	NUMBER-MINUTES-TAUGHT-WEEK-4
225	180	225	225

Indicates the number of minutes in which PE Instruction is provided each week for each course section by campus during the 4 weeks in October that includes the last Friday in October.

PE TEACHERS/COACHES MASTER SCHEDULING CODING

ELEMENTARY P.E. Courses that need staff date tracking vectors

State Id	Grade List	Course	Description	Building Type
02530002	KG	EKG800	PE Kg	ES
02530002	KG	EKG801	PE Kg ALT	ES
02530002	KG	EKG806	PE KG BI	ES
02530003	1	E10800	PE 1	ES
02530003	1	ELS180	Lifesks PE1	ES
02530003	2	E20800	PE 2	ES
02530003	3	E30800	PE 3	ES
02530003	3	E30801	PE 3 ALT	ES
02530003	4	E40800	PE 4	ES
02530003	4	E40801	PE 4 ALT	ES
02530003	4	ELS480	Lifesks PE4	ES
02530003	5	E50800	PE 5	ES
02530003	5	ELS580	Lifesks PE5	ES

SECONDARY P.E. Courses that need staff date tracking vectors

State Id	Grade List	Course	Description	Building Type
02850000	6	713501	PE 6a	MS,HS,AC
02850000	6	713502	PE 6b	HS,MS,AC
02850000	6	713521	INTRO TO TEAM SPORTS A	MS
02850000	6	713522	INTRO TO TEAM SPORTS B	MS
02850000	6	713541	INTRO TO TEAM SPORTS A	MS
02850000	6	713542	INTRO TO TEAM SPORTS B	MS
02850000	6	713601	FLAG FOOTBALL 6 A	MS
02850000	6	713602	FLAG FOOTBALL 6 B	MS
02850000	6	713611	TENNIS 6 A	MS
02850000	6	713612	TENNIS 6 B	MS
02850000	6	733531	Int B Athlet 6a	MS
02850000	6	733532	Int B Athlet 6b	MS
02850000	6	733541	Int G Athlet 6a	MS
02850000	6	733542	Int G Athlet 6b	MS
03823000	7	713621	WEIGHTS & CONDITIONING 7A	MS
03823000	7	713622	WEIGHTS & CONDITIONING 7B	MS
03823000	7	713631	AEROBICS & CONDITIONING 7A	MS
03823000	7	713632	AEROBICS & CONDITIONING 7B (GI	MS
03823000	7	713641	FOOTBALL/SOCCER 7A	MS
03823000	7	713642	FOOTBALL/SOCCER 7B	MS
03823000	7	713651	BASKETBALL/TRACK 7A	MS
03823000	7	713652	BASKETBALL/TRACK 7B	MS
03823000	7	713661	VOLLEYBALL/BASKETBALL 7A	MS
03823000	7	713662	VOLLEYBALL/BASKETBALL 7B	MS
03823000	7	713671	SOCCER/SOFTBALL 7A	MS
03823000	7	713672	SOCCER/SOFTBALL 7B	MS
03823000	7	713681	SOFTBALL 7A	MS
03823000	7	713682	SOFTBALL 7B	MS
03823000	7	713691	TENNIS 7A	MS
03823000	7	713692	TENNIS 7B	MS
03823000	7	713701	BASEBALL 7A	MS
03823000	7	713702	BASEBALL 7B	MS
03823000	7	716632	AEROBICS & CONDITIONING 7B	MS
03823000	7	723521	PE 7A	AC,MS,HS
03823000	7	723522	PE 7B	AC,MS,HS
03823000	7	723523	PE 7	AC,HS,MS
03823000	7	723531	PE/Ath B 7a	MS
03823000	7	723532	PE/Ath B 7b	MS
03823000	7	723541	PE/Ath G 7a	MS
03823000	7	723542	PE/Ath G 7b	MS
03823000	7	743651	Physical Education 7A SFL	MS
03823000	7	743652	Physical Education 7B SFL	MS
03823000	8	713711	WEIGHTS & CONDITIONING 8A	MS
03823000	8	713712	WEIGHTS & CONDITIONING 8B	MS
03823000	8	713721	AEROBICS & CONDITIONING 8A	MS
03823000	8	713722	AEROBICS & CONDITIONING 8B	MS
03823000	8	713731	FOOTBALL/SOCCER 8A	MS
03823000	8	713732	FOOTBALL/SOCCER 8B	MS
03823000	8	713741	BASKETBALL/TRACK 8A	MS
03823000	8	713742	BASKETBALL/TRACK 8B	MS
03823000	8	713751	VOLLEYBALL/BASKETBALL 8A	MS
03823000	8	713752	VOLLEYBALL/BASKETBALL 8B	MS
03823000	8	713761	SOCCER/SOFTBALL 8A	MS
03823000	8	713762	SOCCER/SOFTBALL 8B	MS
03823000	8	713771	SOFTBALL 8A	MS
03823000	8	713772	SOFTBALL 8B	MS
03823000	8	713781	TENNIS 8A	MS
03823000	8	713782	TENNIS 8B	MS
03823000	8	713791	BASEBALL 8A	MS
03823000	8	713792	BASEBALL 8B	MS
03823000	8	713801	SWIMMING 8A	MS
03823000	8	713802	SWIMMING 8B	MS
03823000	8	733551	PE 8A	AC,MS,HS
03823000	8	733552	PE 8B	AC,MS,HS
03823000	8	733553	PE 8	AC,MS
03823000	8	733561	PE/Ath B 8a	MS
03823000	8	733562	PE/Ath B 8b	MS
03823000	8	733571	PE/Ath G 8a	MS
03823000	8	733572	PE/Ath G 8b	MS
03823000	8	733581	PHYSICAL EDUCATION 8A	MS
03823000	8	733582	PHYSICAL EDUCATION 8B	MS
03823000	7,8	733591	PE: TENNIS	MS
03823000	7,8	733592	PE: TENNIS	MS
82200XXX	6	Local Credit	Local Credit	MS
82930XXX	7	Local Credit	Local Credit	MS
83200XXX	8	Local Credit	Local Credit	MS
84200XXX	9,10,11,12	Local Credit	Local Credit	HS
PES00052	9,10,11,12	274203	Founda Per/Fit	HS
PES00052	9,10,11,12	274215	Foun Perfit APE	HS
PES00052	9,10,11,12	574201	FOUNDS PERS A	HS
PES00052	9,10,11,12	574202	FOUNDS PERS B	HS
PES00052	9,10,11,12	574203	FOUNDS OF PERS FITNESS	HS,MS
PES00052	9,10,11,12	574207	Individual Spts	AC,HS
PES00052	9,10,11,12	COL203	DE FOUND PER FIT	HS
PES00052	9,10,11,12	LC4201	PE FOUNDATIONS A	HS
PES00052	9,10,11,12	LC4202	PE FOUNDATIONS B	HS
PES00052	9,10,11,12	LC4203	FOUNDA PER/FIT	AC,HS
PES00052	9,10,11,12	S74203	Founda Per/Fit	AC,HS
PES00052	9,10,11,12	SJ4203	Founda Per/Fit	AC,MS
PES00053	9,10,11,12	274205	Adventre Out/Ed	AC,HS
PES00053	9,10,11,12	274217	APE ADV/OUT ED	HS
PES00053	9,10,11,12	LC4205	Adventre Out/Ed	AC,HS
PES00054	9,10,11,12	274211	APE AEROBIC ACT	HS
PES00054	9,10,11,12	274212	APE AEROBIC ACT	HS
PES00054	9,10,11,12	274213	Aerobic Activit	HS
PES00054	9,10,11,12	274219	AEROBIC ACT (APE)	HS
PES00054	9,10,11,12	274221	AEROBIC ACTIVITIES A	HS
PES00054	9,10,11,12	274222	AEROBIC ACTIVITIES B	HS
PES00054	9,10,11,12	LC4213	AEROBIC ACTIVITY	HS
PES00055	9,10,11,12	274207	Individual Spts	AC,HS
PES00055	9,10,11,12	274209	Team Sports	AC,HS
PES00055	9,10,11,12	274223	INDV SPTS APE	HS
PES00055	9,10,11,12	274225	TEAM SPORTS APE	HS
PES00055	9,10,11,12	574207	Individual Spts	AC,HS
PES00055	9,10,11,12	574209	TEAM SPORTS	AC,HS
PES00055	9,10,11,12	LC4207	Individual Sports	HS
PES00055	9,10,11,12	LC4209	Team Sports	HS
PES00055	9,10,11,12	S74203	Founda Per/Fit	AC,HS
PES00055	9,10,11,12	S74207	Individual Spts	AC,HS
PES00055	9,10,11,12	S74209	Team Sports	AC,HS
PES00055	9,10,11,12	V15003	INDIV or TEAMSPT	HS

P-TECH Indicator Code

Navigating Path: Menu > Registration > Entry & Reports > Student Demographics >Programs >149 PEIMS Career and Technology (Program) > Career & Technology Ed Ind

Pathways in Technology (P-TECH) Early College High School indicates that a student in grades 9-12 is participating in the Pathways in Technology (P-Tech) Early College High School Program. The P-Tech Indicator Code will be reported in the Fall and Summer PEIMS Data Collections.

Please contact Career and Technology for further information.

How to code the P-Tech Indicator Code

1. Login into eSchoolPLUS
2. Search for student on the Quick Search
3. Go to Menu > Registration > Entry & Reports > Student Demographics >Programs >149 PEIMS Career and Technology (Program) > Career & Technology Ed Ind
4. Click to open up the P-Tech Indicator

Programs

PERFORMANCE ACKNOWLEDGEMENT INDICATOR CODE

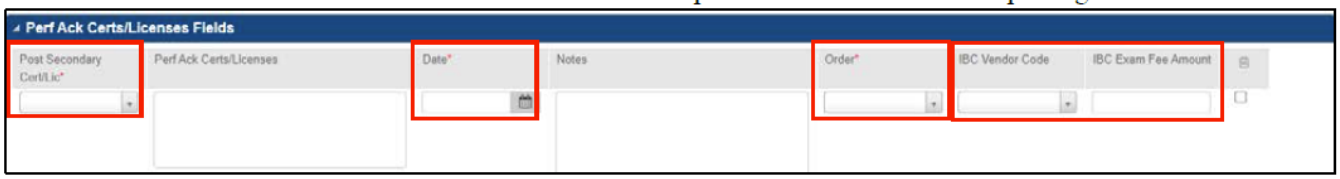
Contact Career & Technology Department for questions regarding Certifications and Licensures

INDUSTRY CERTIFICATION-Industry Based Certification Reimbursement

Districts will be responsible for submitting certifications for reimbursement for passed industry-certified exam reported during the Fall Submission. (Contact the CTE Department for specific requirements and procedures

Menu > Registration > Entry & Reports > Student District Defined > Perf Ack Certs/Licenses

- Values for fields with * required to be completed with accurate data.
- IBC Vendor Code and Exam Fee Amount to be completed for reimbursement reporting



PEACE OFFICER PROPER INTERACTION

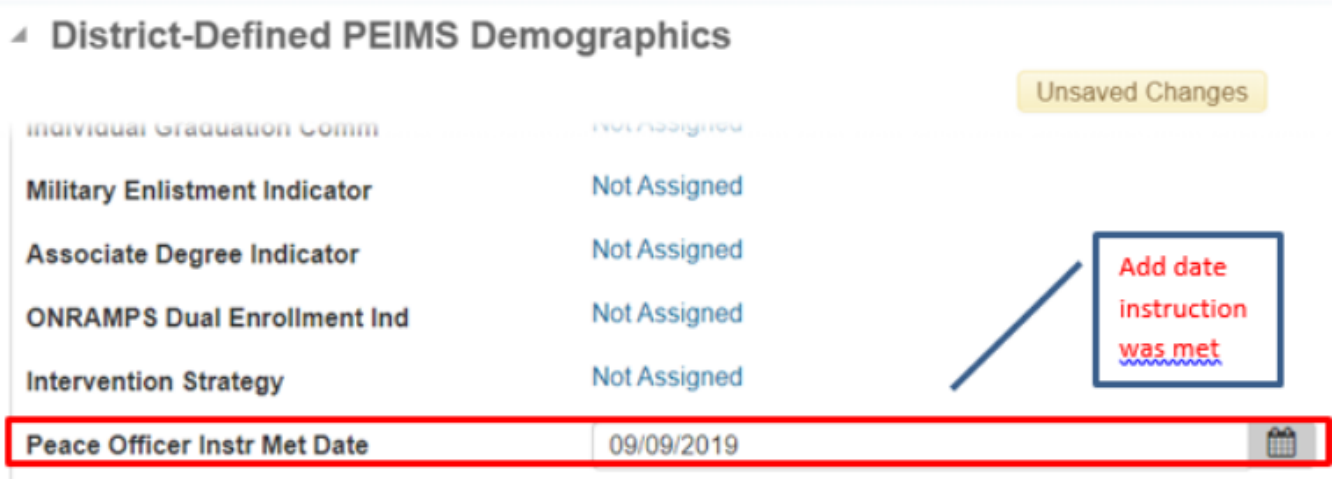
Navigating Path: Menu > Registration > Entry & Reports > Student District Defined > District-Defined Demographics > Peace Officer Instr Met Date

A student who has completed the required instruction on proper interactions with peace officers as a part of the required curriculum for students in grade levels 9-12 shall have the completion of the instruction clearly indicated on the academic achievement record (TAC §74.5). Peace Officer Interaction Instruction Met Date is the date the student completed the instruction regarding appropriate interactions with peace officers required under TEC 28.025(b-20. (SBOE Approved)

Please contact the Curriculum Department for further information.

How to code the Peace Officer Interaction

1. Login into eSchoolPLUS
2. Search for student on the Quick Search
3. Go to Menu > Registration > Entry & Reports > Student District Defined > District-Defined Demographics > Peace Officer Instr Met Date
4. Click to open up the Peace Officer Instr Met Date
5. Add date instruction was met
6. Save



Special Education (Entered and maintained by SPED Personnel at the campus)

☎ Contact the Special Education department for question related to special education program.

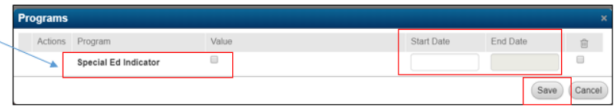
Navigating Path: Menu > Registration > Entry & Reports > Student Demographics >Programs >148 PEIMS Special Education (Program) > Special Ed Indicator

Data for the PEIMS special ed record is entered into **IEPplus** and is imported into eSchoolPLUS nightly. Special Ed fields are made available for viewing only. All PEIMS Special Ed data must be entered in **IEPplus**.

1. Navigate to Special Ed Indicator
   Navigating Path: Menu > Registration > Entry & Reports > Student Demographics >Programs >148 PEIMS Special Education (Program) > Special Ed Indicator
2. Open up the Special Ed Indicator
3. Enter the Start Date
4. Click SAVE

FOR CAMPUS VIEWING PURPOSES:

Primary Disability	08 - Learning Disability
Secondary Disability	Not Assigned
Tertiary Disability	Not Assigned
Special Ed Indicator	Yes
Multiply Disabled Indicator	No
Child Count Funding Type	3 - IDEA A
Regular Day School Prog Deaf	Not Assigned
EC Intervention Indicator	No
PS Program Children w/ Disable	No
Instructional Setting	42 - Resource room/services-21% less than 50%
Speech Therapy Indicator	0 - Student Does Not Receive Speech Therapy
Audiological Serve Indicator	No
Counseling Services Indicator	No
Medical Diagnostic Serve Ind	No
Occupational Therapy Indicator	No
Orient Mobility Training Ind	No
Physical Therapy Indicator	No
Psychological Services Ind	No
Recreation Therapy Indicator	No
School Health Services Ind	No



IEP CONTINUER INDICATOR-CODE

☏ Contact Special Ed department for questions regarding IEP Continuer Indicator Code

Navigating Path: Menu > Registration > Entry & Reports > Student Demographics >Programs >148 PEIMS Special Education (Program) > IEP Continuer Indicator Code

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

1. Navigate to IEP Continuer Indicator Code:
   Navigating Path: Menu > Registration > Entry & Reports > Student Demographics >Programs >148 PEIMS Special Education (Program) > IEP Continuer Indicator Code
2. Open up the IEP Continuer Indicator Code record
3. Select the IEP Continuer Indicator Code Checkbox and enter the Start Date
4. Click SAVE

SPEECH INSTRUCTION MET

Navigating Path: Menu > Registration > Entry & Reports > Student District Defined > District-Defined Demographics > Speech Requirement Met Date

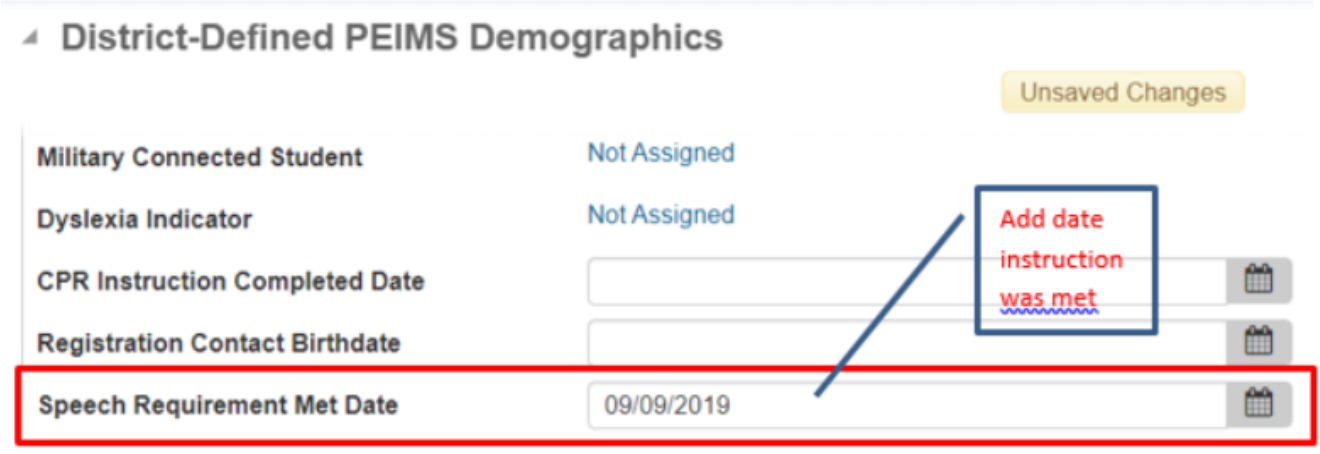
Please contact the Curriculum Department for further information.

SPEECH-REQUIREMENT-MET-DATE is the date (month and year) the student met the speech requirement for the Foundation High School Program.

To receive a high school diploma on the Foundation High School Program, a student must demonstrate proficiency, as determined by the school district in which the student is enrolled, in delivering clear verbal messages; choosing effective nonverbal behaviors; listening for desired results; applying valid critical thinking and problem-solving processes; and identifying, analyzing, developing, and evaluating communication skills needed for professional and social success in interpersonal situations, group interactions, and personal and professional presentations (TAC §74.11(a)(3))

How to code the Speech Requirement Met Instruction:

1. Login into eSchoolPLUS
2. Search for student on the Quick Search
3. Go to Menu > Registration > Entry & Reports > Student District Defined > District-Defined Demographics > Speech Requirement Met Date
4. Click to open up the Speech Requirement Met Date
5. Add date instruction was met
6. Save

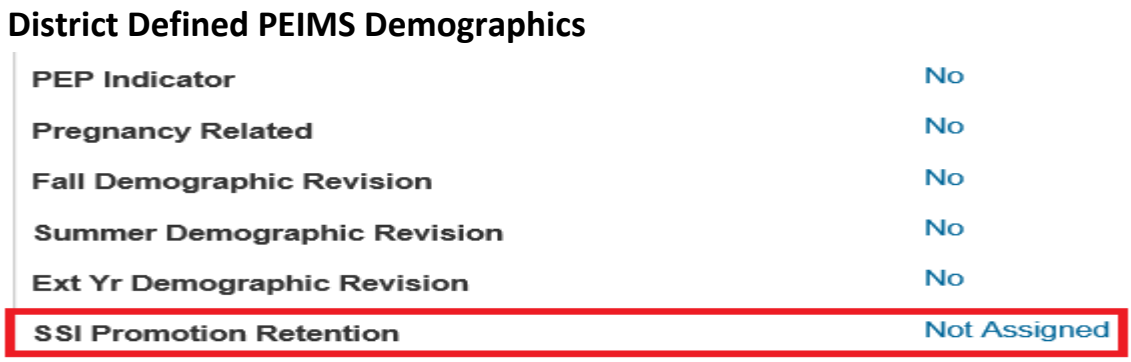


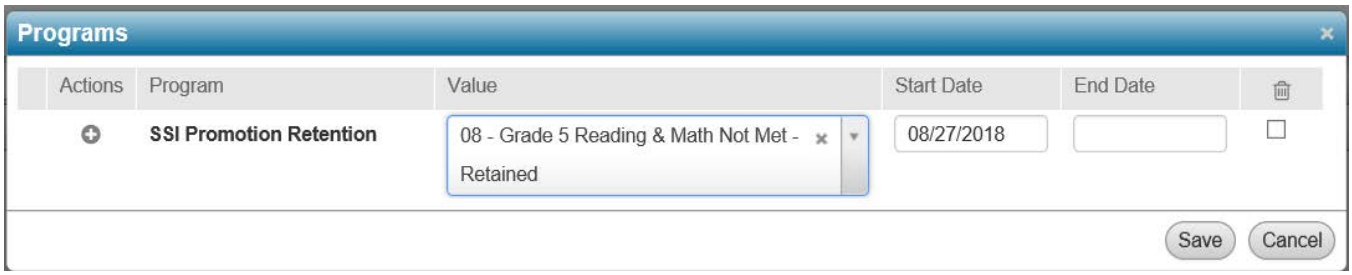
STUDENT SUCCESS INITIATIVE (SSI) Promotion Retention codes

SSI-PROMOTION-RENTENTION-CODE indicates whether the student was promoted or retained as a result of participation in the Student Success Initiative (SSI) as described in TAC Chapter 101, Subchapter BB and TEC §28.0211.

Navigating Path: Menu > Registration > Entry & Reports > Student District Defined > District-Defined PEIMS Demographic > SSI Promotion Retention

1. Search for Student
2. Navigate as follows:
    a. *Menu > Registration > Entry & Reports > Student District Defined > District-Defined PEIMS Demographic > SSI Promotion Retention*
3. Scroll down to 'SSI Promotion Retention' and open up the record
4. Enter the 'Start Date' for the current indicator code
5. Click SAVE





STAFFING

Staff Responsibility and Teacher Class Assignment Data

(Refer to the Staff Responsibility Guide for Procedures available on the PEIMS website)

Teacher data is reported to PEIMS and include; Teacher of Record, Assistant teachers and Support teachers. PEIMS teacher assignment data is generated from eSchoolPLUS based on the teacher assignment entered into eSchoolPLUS for each class (elementary) and course section (secondary).

STAR OF TEXAS INDICATOR (Entered and maintained at campus) PK only

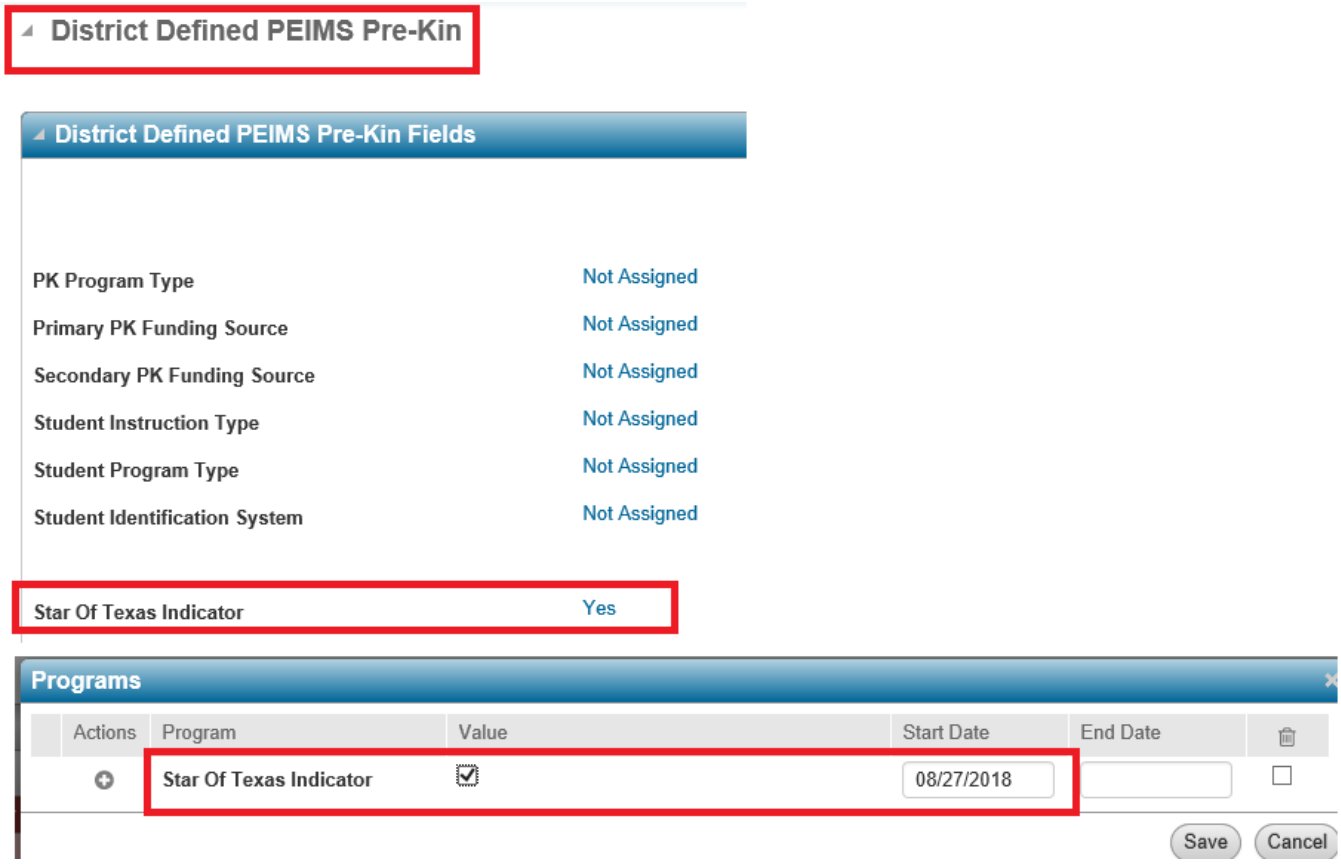
Navigating Path: Menu > Registration > Entry & Reports > Student Demographics > Programs > 10150 PEIMS Pre-Kindergarten (Program) > Star of Texas Indicator

Star of Texas Indicator Code indicates that the student is eligible for free public prekindergarten because they are the child of a person awarded the Star of Texas Award. The Star of Texas Indicator Code will be reported in the Fall and Summer PEIMS Data Collections.

Please contact Career and Technology for further information.

How to code the Star of Texas Indicator Code

1. Login into eSchoolPLUS
2. Search for student on the Quick Search
3. Go to Menu > Registration > Entry & Reports > Student Demographics > Programs > 10150 PEIMS Pre-Kindergarten (Program) > Star of Texas Indicator
4. Click to open up the Star of Texas Indicator Code



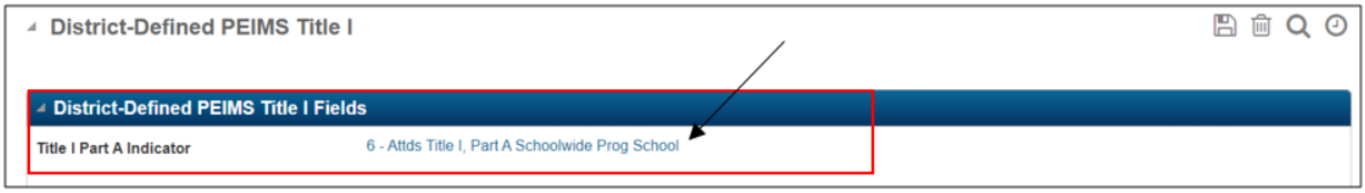
TITLE I PART A INDICATOR CODE

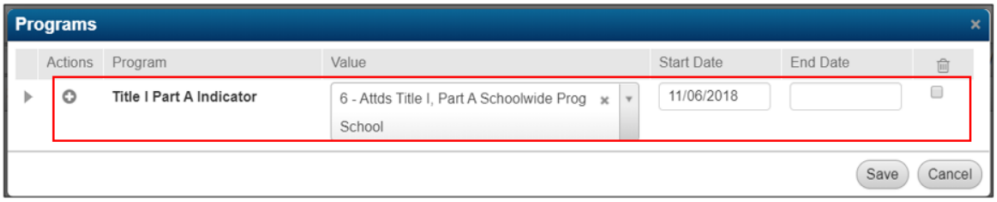
☎ Contact Special Programs Department for questions related to Title 1 services.

TITLE-1-PART-A-INDICATOR-CODE (E0894) indicates whether the student is participating in program authorized under ESEA, Title I, Part A of the Improving America's Schools Act. All students attending a Title I, Part A Schoolwide Program School must be reported with a TITLE-1-PART-A-INDICATOR-CODE **"6"**

Code as follows:

1. Search for Student
2. Navigate as follows:
    a. *Menu > Registration > Entry & Reports > Student Demographics > Programs > 147 PEIMS Title I Part A Data (Program) > Title I Part A Indicator*
3. Click on the field next to "Title I Part A Indicator" open up the record
4. Code as "6-Attds Title I, Part A Schoolwide Prog School" and 'Start Date' for the current indicator code
5. Click SAVE





UNSCHOOLED ASYLEE/REFUGEE

UNSCHOOLED ASYLEE/REFUGEE CODE is mandatory for students in grades 7-12 and is collected in submissions 1 and 3.

Contact Special Programs for questions relating to Unschooled Asylee/Refugee.

Navigating Path: Menu > Registration > Entry & Reports > Student Demographics > Programs > 146 PEIMS Demographics (Program) > Unschooled Asylee/Refugee

Definition: 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 per TEC Section 39.027(a-1).

"Unschooled asylee or refugee" means a student who:

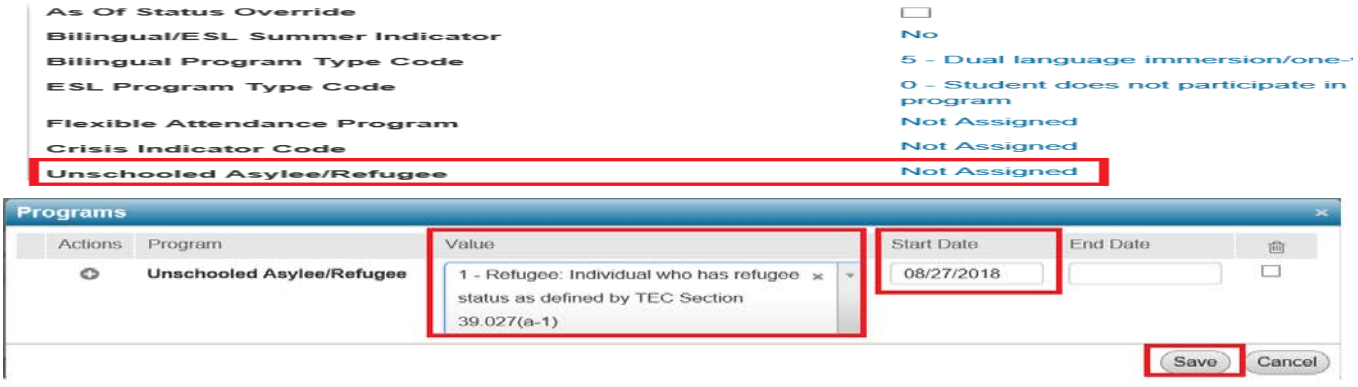
(1) initially enrolled in a school in the United States as:
(A) an asylee as defined by 45 Code of Federal Regulations, Section 400.41; or
(B) a refugee as defined by 8 United States Code Section 1101;
(2) has a visa issued by the United States Department of State with a Form I-94 Arrival/Departure record, or a successor document, issued by the United States Citizenship and Immigration Services that is stamped with "Asylee," "Refugee," or "Asylum"; and
(3) as a result of inadequate schooling outside of the United States, lacks the necessary foundation in the essential knowledge and skills of the curriculum prescribed under TEC Section 28.002, as determined by the language proficiency assessment committee established under TEC Section 29.063.

Asylee/refugee status for PEIMS applies *only* to students whose initial enrollment was in a school in the United States in grades 7 through 12 as an unschooled asylee or refugee. It does not apply to students whose initial enrollment in a school in the United States was in a grade lower than grade 7 as an unschooled asylee or refugee.

How to enter an Unschooled Asylee/Refugee code

1. Navigate to Immigrant Indicator Code:
   Navigating Path: Menu > Registration > Entry & Reports > Student Demographics > Programs > 146 PEIMS Demographics (Program) > Unschooled Asylee/Refugee
2. Open up the Unschooled Asylee/Refugee record
3. Enter the applicable code and date
4. Click SAVE

Programs



Brownsville Independent School District

PEIMS Department

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