



**2018-2019**  
**Texas Education Data Standards (TEDS)**

**Public Education Information Management System (PEIMS)**

**Section 8.2.1**  
**PEIMS Education Organization Category**  
**Data Submission Requirements**

Addendum Version 2019.2.0  
July 1, 2018

Prepared by: Information Technology Services Business Management Division

---

## Table of Contents

<b>Education Organization Category</b> .....	1
<b>InterchangeEducationOrganization</b> .....	2
<b>10005 - EducationServiceCenter Complex Type</b> .....	2
Description .....	2
Reporting Requirements .....	2
Special Reporting Requirements .....	2
Business Rules .....	2
Example(s) .....	2
Data Sample(s) .....	2
<b>10010 - LocalEducationAgencyExtension Complex Type</b> .....	3
Description .....	3
Reporting Requirements .....	3
Special Reporting Requirements .....	3
Business Rules .....	3
Example(s) .....	4
Data Sample(s) .....	4
<b>10020 - SchoolExtension Complex Type</b> .....	5
Description .....	5
Reporting Requirements .....	5
Special Reporting Requirements .....	6
Business Rules .....	6
Example(s) .....	7
Data Sample(s) .....	7
<b>10040 - ClassPeriod Complex Type</b> .....	8
Description .....	8
Reporting Requirements .....	8
Special Reporting Requirements .....	8
Business Rules .....	8
Example(s) .....	8
Data Sample(s) .....	8
<b>10070 - Course Complex Type</b> .....	9
Description .....	9
Reporting Requirements .....	9
Special Reporting Requirements .....	9
Business Rules .....	9
Example(s) .....	9
Data Sample(s) .....	9
<b>InterchangeMasterSchedule</b> .....	10
<b>10050 - CourseOffering Complex Type</b> .....	10
Description .....	10

Reporting Requirements .....	10
Special Reporting Requirements .....	10
Business Rules .....	10
Example(s).....	11
Data Sample(s).....	11
<b>10050 - SectionExtension Complex Type .....</b>	<b>12</b>
Description .....	12
Reporting Requirements .....	12
Special Reporting Requirements .....	13
Business Rules .....	13
Example(s).....	17
Data Sample(s).....	17
<b>InterchangeEducationOrgCalendar.....</b>	<b>18</b>
<b>10200 - CalendarDateExtension Complex Type .....</b>	<b>18</b>
Description .....	18
Reporting Requirements .....	18
Special Reporting Requirements .....	18
Business Rules .....	19
Instructional Program Calendar Reporting .....	20
Calendar Waiver Scenarios .....	21
Example(s).....	22
Data Sample(s).....	33
<b>10200 - ReportingPeriodExtension Complex Type .....</b>	<b>34</b>
Description .....	34
Reporting Requirements .....	34
Special Reporting Requirements .....	34
Business Rules .....	35
Example(s).....	37
Data Sample(s).....	38
<b>InterchangeSSAOrganizationAssociation .....</b>	<b>39</b>
<b>10011 SSAOrgAssociationExtension Complex Type .....</b>	<b>39</b>
Description .....	39
Reporting Requirements .....	39
Special Reporting Requirements .....	40
Business Rules .....	40
Example(s).....	41
Data Sample(s).....	44

## Education Organization Category

The Education Organization Category provides information about the state education agency, education service centers, local education agencies (school districts and charter schools), and campuses. This data category supports the definition of the education offerings provided by campuses, specifically the courses taught, the sections in each course offered and the class period and location of those sections, and the alternative/supplemental programs offered.

The shared services arrangement (SSA) participation data is also reported for each organization type when applicable.

This category includes:

- Complex type data layouts, which show the relationship of data submissions to the Education Organization Category.
- Also described is the information on the data submission for the current school year for LEAs submission of data to the ESCs and ESCs submission of data to TEA;
- Asterisks (\*\*) that appear in the complex type data layouts indicate that there is a complex type within a complex type. The Element Ids that are indented identify the data elements that are part of the complex type denoted with asterisks (\*\*).
- Data rows that are in gray and italicized represent complex types and data elements that are part of the Ed-Fi Core Schema, but not for Texas use at this time.
- Category type discussions which describe information related to each particular record type;
- Data submission samples, which provide samples of how to submit the data for each category.

**InterchangeEducationOrganization  
 10005 - EducationServiceCenter Complex Type**

Element ID	Data Element	XMLName	PEIMS								Len	Data Type	Code Table ID
			1	1 M	2	2 M	3	3 M	4	4 M			
E1091	EDUCATION-SERVICE-CENTER-ID	StateOrganizationId	Y	Y	Y	Y					6	CODED	
E1086	EDUCATION-SERVICE-CENTER-NAME	NameOfInstitution	Y	Y	Y	Y					75	NAMEFIELD	
**	Complex Type	OrganizationCategories	Y	Y	Y	Y							
E1240	ORGANIZATION-CATEGORY	OrganizationCategory	Y	Y	Y	Y					24	STRING	DC055

**Description**

The EducationServiceCenter Complex Type represents a regional, multi-services public agency authorized by state law to develop, manage, and provide services, programs, or other optional support (e.g. construction, food services, and technology services) to LEAs.

**Reporting Requirements**

For Dashboard reporting, do not submit the EducationServiceCenter Complex Type. Use the LocalEducationAgency Complex Type to report the Education Service Center (ESC).

For PEIMS reporting, the EducationServiceCenter Complex Type is required for submissions 1 and 2 only for ESCs. Report only one ESC per XML file.

An ESC cannot report the EDUCATION-SERVICE-CENTER-ID of another ESC within their data submission file.

**Special Reporting Requirements**

ESC organization changes must be updated through the AskTED system prior to submitting its respective data in order for the TSDS system to accurately identify an ESC during the data submission process.

**Business Rules**

**EDUCATION-SERVICE-CENTER-ID (E1091)** indicates the ESC identification number registered with the Texas Education Agency. The EDUCATION-SERVICE-CENTER-ID must match the 'District Code' in the data submission file name.

**EDUCATION-SERVICE-CENTER-NAME (E1086)** identifies the name of the education service center registered with the Texas Education Agency.

**\*\*OrganizationCategories Complex Type**

The OrganizationCategories Complex Type is the classification of the education agency within the geographic boundaries of a state according to the level of administrative and operational control granted by the state.

**ORGANIZATION-CATEGORY (E1240)** is the classification of the education agency within the geographic boundaries of a state according to the level of administrative and operational control granted by the state.

**Example(s)**

None

**Data Sample(s)**

See Section 7 for XML Data Samples

**10010 - LocalEducationAgencyExtension Complex Type**

Element ID	Data Element	XMLName	PEIMS								Len	Data Type	Code Table ID	
			1	1 M	2	2 M	3	3 M	4	4 M				
<b>LocalEducationAgency Complex Type</b>														
E0212	DISTRICT-ID	StateOrganizationId	Y	Y	Y	Y	Y	Y	Y	Y	Y	6	CODED	
E0213	DISTRICT-NAME	NameOfInstitution	Y	Y	Y	Y	Y	Y	Y	Y	Y	75	NAMEFIELD	
**	Complex Type	OrganizationCategories	Y	Y	Y	Y	Y	Y	Y	Y	Y			
E1240	ORGANIZATION-CATEGORY	OrganizationCategory	Y	Y	Y	Y	Y	Y	Y	Y	Y	24	STRING	DC055
E1556	TOTAL-NUM-SCHOOL-BOARD-REQUESTS	TX-TotalNumSchoolBoardRequests						Y				3	NUMERIC	
E1557	TOTAL-COST-SCHOOL-BOARD-REQUESTS	TX-TotalCostSchoolBoardRequests						Y				6	NUMERIC	
E1583	FAMILY-ENGAGEMENT-PLAN-LINK	TX-FamilyEngagementPlanLink						Y				200	STRING	
E1625	ARMED-SERVICES-VOC-APT-BATTERY-INDICATOR-CODE	TX-ArmedServicesVocAptBatteryIndicator	Y	Y								2	CODED	C217

**Description**

The LocalEducationAgency (LEA) Complex Type represents an administrative unit at the local level which exists primarily to operate schools or to contract for educational services. It includes school districts, charter schools, charter management organizations, and other local administrative organizations.

The Local Education Agency is defined as follows:

A public board of education or other public authority legally constituted within a state for either administrative control of or direction of, or to perform service functions for, public elementary or secondary schools in:

- 1) A city, county, township, school district, or other political subdivision of a state; or
- 2) Such combination of school districts or counties a state recognizes as an administrative agency for its public elementary or secondary schools; or
- 3) The term also includes any other public institution or agency that has administrative control and direction of a vocational education program.

**Reporting Requirements**

For both Dashboard and PEIMS reporting, if the LocalEducationAgencyExtension Complex Type is submitted, report only one LEA record.

**Special Reporting Requirements**

LEA organization changes must be updated through the AskTED system prior to submitting its respective data in order for the TSDS system to accurately identify an LEA during the data submission process.

**Business Rules**

**LocalEducationAgency Complex Type**

**id** is an XML generated XML ID associated with this complex type.

**DISTRICT-ID (E0212)** is the county-district number registered with TEA for that district or charter school.

The DISTRICT-ID must match the value for the 'District Code' in the data submission file name.

**DISTRICT-NAME (E0213)** is the name registered with TEA for that local education agency.

**\*\*OrganizationCategories Complex Type**

The OrganizationCategories Complex Type is the classification of the education agency within the geographic boundaries of a state according to the level of administrative and operational control granted by the state.

**ORGANIZATION-CATEGORY (E1240)** is the classification of the education agency within the geographic boundaries of a state according to the level of administrative and operational control granted by the state.

**TOTAL-NUM-SCHOOL-BOARD-REQUESTS (E1556)** indicates the total number of requests submitted outside of a school board meeting by a member of the trustees (school board) for information, documents, and records as specified in TEC SECTION 11.1512.

The data collection period for TOTAL-NUM-SCHOOL-BOARD-REQUESTS is from June 1 through May 31 of each year.

**TOTAL-COST-SCHOOL-BOARD-REQUESTS (E1557)** indicates the total cost of fulfilling requests submitted outside of a school board meeting by a member of the trustees (school board) for information, documents, and records as specified in TEC SECTION 11.1512.

Each district may choose its own way of determining the total cost of fulfilling school board requests. The legislation that mandates the reporting of total cost, Texas Education Code §11.1512, does not specify how to determine total cost. If a district would like guidance, please refer to Title 1, Part 3, §70.3, of the Texas Administrative Code (TAC), Charges for Providing Copies of Public Information. TAC §70.3 was written for recovering the cost of responding to information requests and not for determining the cost of fulfilling school board requests; however, it may be helpful as an example of how to determine cost.

The data collection period for TOTAL-COST-SCHOOL-BOARD-REQUESTS is from June 1 through May 31 of each year.

[School Board Data Request Cost Calculation Guidelines](#)

**FAMILY-ENGAGEMENT-PLAN-LINK (E1583)** indicates the internet website link for LEAs to provide their Family Engagement Plan.

The FAMILY-ENGAGEMENT-PLAN-LINK will need to remain active for as long as the district is using funds for a High-Quality Pre-K program

For the FAMILY-ENGAGEMENT-PLAN-LINK, the data element is loaded to the TSDS Operational Data Store (ODS) using a TSDS complex that is also used for reporting PEIMS data in the PEIMS Data Mart (PDM). However, this data is not extracted to the PDM and is therefore not PEIMS data in Submission 3.

**ARMED-SERVICES-VOC-APT-BATTERY-INDICATOR-CODE (E1625)** indicates whether a school district or open-enrollment charter school provides students in grades 10 through 12 an opportunity to take the Armed Services Vocational Aptitude Battery (ASVAB) test or a comparable substitute.

ARMED-SERVICES-VOC-APT-BATTERY-INDICATOR-CODE is a mandatory field and is only reported in Submission 1.

If an LEA offers both the ASVAB and an alternative career exploration test, the LEA should report code "01" indicating the ASVAB is offered. Code '02' (Alternative Career Exploration Test) is only reported when the LEA offers only an alternative career exploration test.

**Example(s)**

None

**Data Sample(s)**

See Section 7 for XML Data Samples.

**10020 - SchoolExtension Complex Type**

Element ID	Data Element	XMLName	PEIMS								Len	Data Type	Code Table ID
			1	1 M	2	2 M	3	3 M	4	4 M			
E0266	CAMPUS-ID	StateOrganizationId	Y	Y	Y	Y	Y	Y	Y	Y	9	CODED	
E0267	CAMPUS-NAME	NameOfInstitution	Y	Y	Y	Y	Y	Y	Y	Y	75	NAMEFIELD	
**	Complex Type	OrganizationCategories	Y	Y	Y	Y	Y	Y	Y	Y			
E1240	ORGANIZATION-CATEGORY	OrganizationCategory	Y	Y	Y	Y	Y	Y	Y	Y	24	STRING	DC055
**	Reference Complex Type	LocalEducationAgencyReference	Y	Y	Y	Y	Y	Y	Y	Y	6	CODED	
**	Reference Complex Type	EducationalOrgIdentity	Y	Y	Y	Y	Y	Y	Y	Y			
E0212	DISTRICT-ID	StateOrganizationId	Y	Y	Y	Y	Y	Y	Y	Y	6	CODED	
**	Reference Complex Type	ClassPeriodReference					Y						
**	Reference Type	ref					Y	Y				STRING	
E1591	NSLP-TYPE-CODE	TX-NSLPTypeCode	Y	Y							2	CODED	C212

**Description**

The SchoolExtension complex type represents an educational organization that includes staff and students who participate in classes and educational activity groups.

**Reporting Requirements**

For Dashboard reporting, an LEA must report at least one active instructional campus that is registered through AskTED with the Texas Education Agency.

For PEIMS reporting, every LEA must report the appropriate campus data based on the collection and status of the campus in AskTED:

**Submission 1:**

Report one SchoolExtension complex type for each active instructional or under construction campus that is registered in AskTED.

**Submission 2:**

Report one SchoolExtension complex type for each campus that was registered in AskTED in the prior school year as active instructional or under construction.

**Submission 3:**

Report one SchoolExtension complex type for each active instructional campus that is registered in AskTED.

**Submission 4:**

Report one SchoolExtension complex type for any campus that is reporting students in this collection (such as students serviced through the Extended School Year (ESY) Services Program or Flexible Attendance Program).

A LEA cannot report the CAMPUS-ID of another LEA in the SchoolExtension Complex Type.

Texas Education Agency will pre-populate the Education Data Warehouse (EDW) with the AskTED education organization data that is centrally managed by the Texas Education Agency. However, an LEA may populate the education organization data from the source system, but data will be overridden with information from AskTED.



### **Special Reporting Requirements**

Campus organization changes must be updated through the AskTED system prior to submitting its respective data in order for the TSDS system to accurately identify a campus during the data submission process.

### **Business Rules**

**CAMPUS-ID (E0266)** indicates the unique campus identification number registered with the Texas Education Agency (TEA). It is the linking of DISTRICT-ID with the campus identification number.

An instructional campus:

- 1) has an assigned administrator,
- 2) has enrolled students who are counted for average daily attendance,
- 3) has assigned instructional staff,
- 4) receives federal and/or state and/or local funds as its primary support,
- 5) provides instruction in the Texas Essential Knowledge and Skills (TEKS),
- 6) has one or more grade groups in the range from early education through grade 12, and
- 7) is not a program for students enrolled in another public school.

An alternative instructional unit:

- 1) is an instructional site, center, program, or arrangement that is not governed by an individual campus organization, and
- 2) does not meet the above standard definition of an instructional campus.

The campuses reported on the SchoolExtension Complex Type must match a campus registered with the TEA for the current year.

A campus must not be reported with a number greater than 698.

The first 6 characters of CAMPUS-ID must match the value of the DISTRICT-ID in the LEA's LocalEducationAgencyExtension Complex Type.

**CAMPUS-NAME (E0267)** identifies the name of the campus registered with the TEA as of the reporting date.

### **\*\*OrganizationCategories Complex Type**

The OrganizationCategories Complex Type is the classification of the education agency within the geographic boundaries of a state according to the level of administrative and operational control granted by the state.

**ORGANIZATION-CATEGORY (E1240)** is the classification of the education agency within the geographic boundaries of a state according to the level of administrative and operational control granted by the state.

### **\*\*LocalEducationAgencyReference**

LocationReference is a reference to the Location complex type which is the available class locations offered for the campus.

### **\*\*EducationalOrgIdentity Complex Type**

The EducationalOrgIdentity Complex Type provides user information to look up and link to an existing educational organization record in the receiving system.

**DISTRICT-ID (E0212)** indicates the district identification number registered with the Texas Education Agency.

### **\*\*ClassPeriodReference Complex Type**

The ClassPeriodReference Complex Type represents the class period during which the section meets.

### **\*\* Reference Complex Type**

The Reference Complex Type is the base type for association references.

**ref** is an XML generated XML IDREF that references the object associated with this object.

**NSLP-TYPE-CODE (E1591)** indicates a campus's National School Lunch Program (NSLP) participation status. The NSLP provides reimbursement to schools for free or reduced-price meals based on student eligibility. Options for claiming reimbursement under the NSLP include: eligibility determined at the individual student/family level (participation in NSLP without using any Provision or the Community Eligibility Program) or at the campus/community level (Provision 2 or Community Eligibility Program).

The NSLP-TYPE-CODE is reported in Submission 1 only.

Following are the data sources to be used to document each code:

For code 01 - The Standard Accounting and Claiming option requires that participating schools distribute and retrieve the official NSLP application forms for each family enrolling students in the school.

For code 02 - The Provision 2 option requires that schools distribute and retrieve the official NSLP application forms for each family enrolling students in the school in the first year of operation only.

For code 03 - The CEP option describes a lunch program where schools do not distribute and retrieve the official NSLP application form for each family enrolling students in this school. Instead, schools participating in the CEP program, use the direct certification list as provided by the Texas Department of Agriculture.

**Example(s)**

None

**Data Sample(s)**

See Section 7 for XML Data Samples.

**10040 - ClassPeriod Complex Type**

Element ID	Data Element	XMLName	PEIMS								Len	Data Type	Code Table ID
			1	1 M	2	2 M	3	3 M	4	4 M			
**	Reference Type	id					Y	Y				STRING	
E1074	CLASS-PERIOD	ClassPeriodName					Y	Y			2	NAMEFIELD	

**Description**

The ClassPeriod Complex Type represents the designation of regularly scheduled series of class meetings at designated times and days of the week.

**Reporting Requirements**

The value for CLASS-PERIOD is a required field.

**Special Reporting Requirements**

Currently, there are no special reporting requirements.

**Business Rules**

id is an XML generated XML ID associated with this complex type.

**CLASS-PERIOD (E1074)** is the class period identifier that illustrates the time of the school day that a particular class was offered.

The value reported for CLASS-PERIOD may consist of any combination of letters (A – Z) and/or numbers (0 – 9).

The CLASS-PERIOD value reported is useful to school teachers and administrators who review classroom performance data in the Student Assessment Data Portal.

**Example(s)**

None

**Data Sample(s)**

See Section 7 for XML Data Samples

**10070 - Course Complex Type**

Element ID	Data Element	XMLName	PEIMS								Len	Data Type	Code Table ID
			1	1 M	2	2 M	3	3 M	4	4 M			
**	Complex Type	CourseCode	Y	Y			Y	Y	Y	Y			
E1089	COURSE-IDENTIFICATION-SYSTEM	IdentificationSystem	Y	Y			Y	Y	Y	Y	31	STRING	DC036
E0724	SERVICE-ID	ID	Y	Y			Y	Y	Y	Y	8	CODED	C022
**	Reference Complex Type	EducationOrganizationReference	Y	Y			Y	Y	Y	Y	9	CODED	
**	Reference Complex Type	EducationalOrgIdentity	Y	Y			Y	Y	Y	Y			
E0266	CAMPUS-ID	StateOrganizationId	Y	Y			Y	Y	Y	Y	9	CODED	

**Description**

The Course Complex Type represents the organization of subject matter and related learning experiences provided for the instruction of students on a regular or systematic basis. This is the course catalog of all courses offered at each school.

**Reporting Requirements**

All course records in the Course Complex Type must be reported with an "Identification System Attribute" of "LEA course code". For PEIMS reporting, all course records in the Course Complex Type must be reported with an "Identification System Attribute" of "State course code".

**Special Reporting Requirements**

Currently, there are no special reporting requirements.

**Business Rules**

**\*\*CourseCode Complex Type**

The CourseCode Complex Type is a standard code that identifies the organization of subject matter and related learning experiences provided for the instruction of students.

**COURSE-IDENTIFICATION-SYSTEM (E1089)** is a system that is used to identify the organization of subject matter and related learning experiences provided for the instruction of students.

When submitting the COURSE-IDENTIFICATION-SYSTEM data element for SERVICE-ID, this value will equal "State course code".

**SERVICE-ID (E0724)** refers to the services supplied by staff.

The values for SERVICE-ID listed in Code Table C022 include both courses and non-teaching responsibilities.

**\*\*EducationOrganizationReference Complex Type**

The EducationOrganizationReference defines the curriculum and courses offered - often the LEA or school.

**ref** is an XML generated XML IDREF that references the object associated with this object.

**\*\*EducationalOrgIdentity Complex Type**

The EducationalOrgIdentity Complex Type provides user information to look up and link to an existing educational organization record in the receiving system.

**CAMPUS-ID (E0266)** indicates the unique campus identification number registered with the Texas Education Agency. It is the linking of DISTRICT-ID with the campus identification number associated with the course.

**Example(s)**

None

**Data Sample(s)**

See Section 7 for XML Data Samples

**InterchangeMasterSchedule  
 10050 - CourseOffering Complex Type**

Element ID	Data Element	XMLName	PEIMS								Len	Data Type	Code Table ID
			1	1 M	2	2 M	3	3 M	4	4 M			
**	Reference Type	id					Y	Y	Y	Y			
**	Reference Complex Type	SchoolReference					Y	Y	Y	Y	9	CODED	
**	Reference Complex Type	EducationalOrgIdentity					Y	Y	Y	Y			
E0266	CAMPUS-ID	StateOrganizationId					Y	Y	Y	Y	9	CODED	
**	Reference Complex Type	CourseReference					Y	Y	Y	Y			
**	Reference Complex Type	CourseIdentity					Y	Y	Y	Y			
**	Complex Type	CourseCode					Y	Y	Y	Y			
E1089	COURSE-IDENTIFICATION-SYSTEM	IdentificationSystem					Y	Y	Y	Y	31	STRING	DC036
E0724	SERVICE-ID	ID					Y	Y	Y	Y	8	CODED	C022

**Description**

The CourseOffering Complex Type represents an offering of a course by the school during a session, representing the course catalog of available courses. This is a list of all current year courses that are found in the Course Complex in the Education Organization Interchange.

**Reporting Requirements**

Do not include course information for prior year courses.

The reference data elements must be defined by the School Complex Type and the Course Complex Type in the Education Organization Interchange.

**Special Reporting Requirements**

Currently, there are no special reporting requirements.

**Business Rules**

**id** is an XML generated XML ID associated with this complex type.

**\*\*SchoolReference Complex Type**

The **SchoolReference** Complex Type is the school that offers the course.

**\*\*EducationalOrgIdentity Complex Type**

The EducationalOrgIdentity Complex Type provides user information to look up and link to an existing educational organization record in the receiving system.

**CAMPUS-ID (E0266)** indicates the unique campus identification number registered with the Texas Education Agency. It is the linking of DISTRICT-ID with the campus identification number that offers the course.

**\*\*CourseReference Complex Type**

The CourseReference Complex Type references the course being offered by the school.

**\*\*CourseIdentity Complex Type**

The CourseIdentity Complex Type provides user information to look up and link to an existing course record in the receiving system. Two cases are supported:

- 1) StateCourseCode or other standard course code

2) SchoolOrganizationID + LocalCourseCode

**\*\*CourseCode Complex Type**

The CourseCode Complex Type represents the code that identifies the organization of subject matter and related learning experiences provided for the instruction of students.

**COURSE-IDENTIFICATION-SYSTEM (E1089)** is a system that is used to identify the organization of subject matter and related learning experiences provided for the instruction of students.

**SERVICE-ID (E0724)** refers to the services supplied by staff. This data element is for PEIMS reporting.

**Example(s)**

This example shows Learning High School offers Algebra I.

Element Name	Response	Explanation
CAMPUS-ID	987654001	Learning High School campus number includes the six-digit DISTRICT-ID number.
COURSE-IDENTIFICATION-SYSTEM	State course code	Indicates the type of course. See DC036 for more details.
SERVICE-ID	03100500	Indicates the service id of Algebra I.

**Data Sample(s)**

See Section 7 for XML Data Samples

**10050 - SectionExtension Complex Type**

Element ID	Data Element	XMLName	PEIMS								Len	Data Type	Code Table ID
			1	1 M	2	2 M	3	3 M	4	4 M			
<b>Section Complex Type</b>													
E1056	CLASS-ID-NUMBER	UniqueSectionCode					Y	Y	Y	Y	14	NAMEFIE LD	
**	Reference Complex Type	CourseOfferingReference					Y	Y	Y	Y			
**	Reference Type	ref					Y	Y	Y	Y		STRING	
**	Reference Complex Type	SchoolReference					Y	Y	Y	Y	9	CODED	
**	Reference Complex Type	EducationalOrgIdentity					Y	Y	Y	Y			
E0266	CAMPUS-ID	StateOrganizationId					Y	Y	Y	Y	9	CODED	
**	Reference Complex Type	ClassPeriodReference					Y	Y			2	NAMEFIE LD	
**	Complex Type	ClassPeriodIdentity					Y	Y					
E1074	CLASS-PERIOD	ClassPeriodName					Y	Y			2	NAMEFIELD	
E0266	CAMPUS-ID	StateOrganizationId					Y	Y			9	CODED	
<b>SectionExtension Complex Type</b>													
E1093	SCHOOL-YEAR	TX-SchoolYear					Y	Y	Y	Y	9	STRING	C193
E0747	POPULATION-SERVED-CODE	TX-PopulationServed					Y	Y			2	CODED	C030
E0948	COURSE-SEQUENCE-CODE	TX-CourseSequence					Y	Y	Y	Y	2	CODED	C135
E1072	NON-CAMPUS-BASED-INSTRUCTION-CODE	TX-NonCampusBasedInstruction					Y	Y			2	CODED	C182
E1579	PK-CURRICULA	TX-PKCurricula					Y				2	CODED	C206
E1580	HIGH-QUALITY-PK-PROGRAM-INDICATOR	TX-HighQualityPrekProgramIndicator					Y				1	CODED	C088
E1558	STUDENT-INSTRUCTION	TX-StudentInstruction					Y				2	CODED	C210
E1555	PK-SCHOOL-TYPE	TX-PKSchoolType					Y				2	CODED	C209
E1626	PROGRAM-EVALUATION-TYPE	TX-ProgramEvaluationType					Y				2	CODED	C216

**Description**

The SectionExtension Complex Type represents a setting in which organized instruction of course content is provided to one or more students for a given period of time. This complex type lists the current year courses taken by a student or taught by a teacher. A course may be offered to more than one class/section. Instruction, provided by one or more teachers or other staff members, may be delivered in person or via a different medium.

**Reporting Requirements**

The SectionExtension Complex Type inherits data elements from the Section Complex Type. Information from the SectionExtension Complex Type is used to capture the complete course offerings for a particular campus. This information is then used for translating the data submitted for staff and student course participation in order to identify the classes enrolled in by students and classes taught by teachers.

All of the reference data elements must be defined either by the Course Complex Type in the Education Organization Interchange, Session Complex Type in the Education Org Calendar Interchange, or the CourseOffering Complex Type in the Master Schedule Interchange.

One SectionExtension Complex Type must be submitted in Submission 3 for each reportable unique class (course section) that was offered during the school year. Report all courses offered through a campus regardless of the method of instructional delivery. If a student is being instructed in a particular service on or through a campus, then the information for that SERVICE-ID should be included on the CourseOffering Complex Type and Course Complex Type. Each LEA must begin tracking the course sections for reporting purposes as of the PEIMS Fall snapshot date and for any course sections that were completed prior to the PEIMS Fall snapshot date.

For each SectionExtension Complex Type reported where NON-CAMPUS-BASED-INSTRUCTION-CODE is “00”, there must be a matching TeacherSectionAssociationExtension Complex Type (CAMPUS-ID, SERVICE-ID, CLASS-ID-NUMBER, and COURSE-SEQUENCE-CODE), where CLASS-ROLE is ‘01’ (Teacher of Record). This rule ensures that each course section offered at a campus that should have a teacher assigned to it, does indeed have a teacher reported for that section.

For each SectionExtension Complex Type, there must be a matching StudentSectionAssociation Complex Type where CAMPUS-ID, CLASS-ID-NUMBER, and COURSE-SEQUENCE-CODE is the same. This rule ensures that each course section offered at a campus has at least one student assigned to that course section.

For students that are placed in or are expelled to a DAEP program, or expelled to a JJAEP, the campus that enrolls the student during these disciplinary removals is responsible for creating the SectionExtension Complex Type(s) that reflect the new course sections to which the student has been assigned while attending a DAEP or a JJAEP.

Texas School for the Deaf (TSD) and Texas School for the Blind and Visually Impaired (TSBVI), and Texas Juvenile Justice Department (TJJD) must report the SectionExtension Complex Type.

### **Special Reporting Requirements**

Currently, there are no special reporting requirements.

### **Business Rules**

**CLASS-ID-NUMBER (E1056)** is a number identifying a unique course section that is unique for a particular school year, Campus, and SERVICE-ID.

CLASS-ID-NUMBER must be unique such that multiple teachers can be linked to a single course section through the Teacher Assignment Records and students enrolled in a unique course section can be identified by the CLASS-ID-NUMBER on the SectionExtension Complex Type.

### **\*\*CourseOfferingReference Complex Type**

The CourseOfferingReference Complex Type references the entity that represents an offering of a course by school during a session, representing the course catalog of available courses.

**ref** is an XML generated XML IDREF that references the object associated with this object.

For the SectionExtension Complex Type record, do not include courses with SERVICE-IDs that begin with SA, SE, SR, SS, or 8.

SERVICE-ID 02000000, Elementary, Grades 1-6, should be used only when a teacher is serving multi-grade or ungraded student populations, typically in a pullout program. It is not used for those situations where a district assigns a teacher two contiguous grades of students because neither grade has enough students to allow for a single classroom.

For elementary school courses, districts have the option of using either the generic elementary SERVICE-IDs (02010000 - Grade 1, 02020000 - Grade 2, 02030000 - Grade 3, 02040000 - Grade 4, 02050000 - Grade 5, 02060000 - Grade 6) for the core curriculum or the subject specific Service IDs in the student and teacher scheduling system(s). However, the district should make the decision to report these elementary Service IDs based upon how the students will be reported on the CourseTranscriptExtension Complex Type in the summer submission. A school will not be able to report teachers using one method and students with the other as the data will not pass the fatal edits in the summer submission for the Classroom Link data reporting.



**\*\*EducationalOrgIdentity Complex Type**

The EducationalOrgIdentity Complex Type provides user information to look up and link to an existing educational organization record in the receiving system.

**CAMPUS-ID (E0266)** indicates the unique campus identification number registered with the Texas Education Agency. It is the linking of DISTRICT-ID with the campus identification number that is associated with the course offering.

**\*\*ClassPeriodReference Complex Type**

The ClassPeriodReference Complex Type represents the class period during which the section meets.

**\*\*ClassPeriodIdentity Complex Type**

The ClassPeriodIdentity Complex Type provides user information to look up and link to an existing class period record in the receiving system.

**CLASS-PERIOD (E1074)** is the class period identifier that illustrates the time of the school day that a particular class was offered.

**CAMPUS-ID (E0266)** indicates the unique campus identification number registered with the Texas Education Agency. It is the linking of DISTRICT-ID with the campus identification number that is associated with the course offering.

**SectionExtension Complex Type**

**SCHOOL-YEAR (E1093)** is the identifier for the school year for the course section.

SCHOOL-YEAR is the calendar year that identifies the spring semester for a particular school year.

SCHOOL-YEAR uses the translation from code table C193 and not the code itself.

**POPULATION-SERVED-CODE (E0747)** 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.

**COURSE-SEQUENCE-CODE (E0948)** identifies the unique part(s) of a course when a course is taught during a single grading period or semester or across multiple grading periods or semesters.

The COURSE-SEQUENCE-CODE identifies how the course was taught to the student during the school year, or in the summer. The COURSE-SEQUENCE-CODE identifies the order in which the course was scheduled in the class scheduling system.

Non-high school courses must use COURSE-SEQUENCE-CODE "A" (Non-High School Year Long Course) regardless of whether it is a year-long or a semester course.

**NON-CAMPUS-BASED-INSTRUCTION-CODE (E1072)** indicates that a course was offered for class credit or student achievement, but 1) was not taught by a school district/charter school employee or a contracted teacher, or 2) was taught by a school district/charter school employee or a contracted teacher at a facility other than the campus where the student is enrolled. Examples include but are not limited to college-based instruction, non-district teacher, non-campus teacher, internet based instruction, electronic Course Pilot (eCP), and Texas Virtual School Network (TxVSN).

The following information expands on the NON-CAMPUS-BASED-INSTRUCTION-CODEs to better explain the intent of each code.

- 01 - College Campus Based Course - College course (usually a dual credit course) is taught either on a college campus or a high school campus by an instructor not employed by the LEA. College courses taught on a high school campus by a LEA teacher with college credentials cannot be coded with NON-CAMPUS-BASED-INSTRUCTION-

CODE 01.

- 02 - Electronic/Internet/Correspondence Based Course – Any course that is taught not using an actual teacher (ROLE-ID 087 or 047) in the classroom where the student(s) meet for the class. Examples include internet delivered curriculum, academic instructional software programs, video instruction (live or recorded), online courses, etc.
- 03 - Non-District Teacher Providing Classroom Instruction Services – This course is taught by a teacher that is employed by another school district/charter. The “classroom” could be at any suitable location. Do not use this code for reporting college instructors.
- 04 – Texas Virtual School Network (TxVSN) Online Schools program (Formerly Electronic Course Program (eCP)) – This is a full-time virtual program available only to eligible students in grade levels 3 - 12 who are enrolled in an eligible LEA participating in the program. For additional information and rules refer to the Student Attendance Accounting Handbook. In order for a school to receive state funding for students enrolled in the TxVSN online school, all TxVSN Online Schools program course sections offered to students must be reported with this code.
- 05 - Texas Virtual School Network (TxVSN) Statewide Online Course Catalog – This program provides a supplemental statewide online course catalog of high school, advanced placement, and dual credit courses to eligible students in grade levels 9 - 12 who are enrolled in the LEA. For additional information refer to the Student Attendance Accounting Handbook. In order for a school to receive state funding for students enrolled in courses offered through the TxVSN statewide course catalog, all TxVSN Statewide course catalog course sections offered to students must be reported with this code.
- 06 - Non-Campus Teacher Providing Instruction at Another District Facility – These courses are taught in the district at a location that does not have its own campus number. An example of this would be when the CTE program courses are all taught at a central CTE location that is not eligible for its own campus number. These teachers are not associated with any other campus in the LEA.
- 07 - Juvenile Justice Alternative Education Program (JJAEP) - TEC 37.011 – These courses are always taught at a JJAEP that has been established in accordance with TEC 37.011, and are taught by teachers that are hired or are paid for by the JJAEP.
- 08 - Credit by Exam – This code reflects those courses for which a student earned credit through the official “credit by exam” process.
- 09 - Out of District DAEP Program – This code reflects those courses that a student is assigned to while placed in a DAEP that is physically located in another school district or charter school. While this code is similar to the “Non District Teacher “code 03, it is limited to those instances of a student attending a DAEP that is physically under the control of another school district or charter school.
- 10 - Non-District PE Substitution Program (Limited to Service IDs PES00008 - PES00011) – The use of this code is limited to those cases where the LEA has authorized a student to earn PE credit by participating in a physical education activity that is not offered by the LEA. These include such things as gymnastic organizations, etc....
- 99 – Other - The use of this code is limited to those situations where no other Non-Campus Based Instruction code listed above applies and the teacher, if applicable, in the classroom is not employed by or under direct contract to the LEA. The use of Non-Campus Based Instruction Code 99 should be rare.

**PK-CURRICULA (E1579)** Indicates curricula used in the district's pre-kindergarten program section TEC 29.1532(c)(6).

PK-CURRICULA is reported as part of the ECDS collection. See code table C206 for curriculum options.

**HIGH-QUALITY-PK-PROGRAM-INDICATOR (E1580)** Indicates campus/course/section participation in the High-Quality Pre-K Program consistent with requirements in TEC 29.167-29.171.

For the HIGH-QUALITY-PK-PROGRAM-INDICATOR, the data element is loaded to the TSDS Operational Data Store (ODS) using a TSDS complex that is also used for reporting PEIMS data in the PEIMS Data Mart (PDM). However, this data is not extracted to the PDM and is therefore not PEIMS data in Submission 3.

HIGH-QUALITY-PK-PROGRAM-INDICATOR is reported as part of the ECDS collection.

**STUDENT-INSTRUCTION (E1558)** Indicates the PK student type of instruction.

The STUDENT-INSTRUCTION data element is only reported for course sections that utilize the Pre-Kindergarten SERVICE ID – 01010000 (Pre-Kindergarten).

STUDENT-INSTRUCTION is reported as part of the ECDS collection.

**PK-SCHOOL-TYPE (E1555)** Indicates the PK program that is offered at the campus.

PK-SCHOOL-TYPE applies to a campus/course/section.

PK-SCHOOL-TYPE is reported as part of the ECDS collection.

**PROGRAM-EVALUATION-TYPE (E1626)** Indicates for each High-Quality PK course/section, the type of program evaluation tool that is used.

**Example(s)**

High School SectionExtension example:

Element Name	Response	Explanation
CLASS-ID-NUMBER	01710101020000	
CAMPUS-ID	987654001	Learning High School campus number includes the six-digit DISTRICT-ID number.
CLASS-PERIOD	01	
CAMPUS-ID	987654001	Learning High School campus number includes the six-digit DISTRICT-ID number.
SCHOOL-YEAR	2017-2018	
POPULATION-SERVED-CODE	01	This course section targets regular students.
COURSE-SEQUENCE-CODE	1	Indicates that this is the first half of a two-semester course.
NON-CAMPUS-BASED-INSTRUCTION-CODE	00	This course section is not a non-campus based instruction course and therefore is marked as 00.
PK-CURRICULA		This field will be blank since this course section is not a pre-kindergarten course.
HIGH-QUALITY-PK-PROGRAM-INDICATOR		This field will be blank since this course section is not a pre-kindergarten course.
STUDENT-INSTRUCTION		This field will be blank since this course section is not a pre-kindergarten course.
PK-SCHOOL-TYPE		This field will be blank since this course section is not a pre-kindergarten course.
PROGRAM-EVALUATION-TYPE		This will be blank unless the PK service id 01010000 is used.

High Quality Pre-Kindergarten Program SectionExtension example:

Element Name	Response	Explanation
CLASS-ID-NUMBER	01710101010000	
CAMPUS-ID	987654101	Learning Elementary School campus number includes the six-digit DISTRICT-ID number.
CLASS-PERIOD	01	
CAMPUS-ID	987654101	Learning Elementary School campus number includes the six-digit DISTRICT-ID number.
SCHOOL-YEAR	2017-2018	
POPULATION-SERVED-CODE	01	This course section targets regular students.
COURSE-SEQUENCE-CODE	A	Indicates a non-high school year long course
NON-CAMPUS-BASED-INSTRUCTION-CODE	00	This course section is not a non-campus based instruction course and therefore is marked as 00.
PK-CURRICULA	01	Indicates the curriculum used for the pre-kindergarten program.
HIGH-QUALITY-PK-PROGRAM-INDICATOR	1	Indicates that the course section is a high-quality pre-kindergarten program
STUDENT-INSTRUCTION	01	Indicates that this pre-kindergarten program is full-day.
PK-SCHOOL-TYPE	02	Indicates that the pre-kindergarten program is a public pre-kindergarten program.
PROGRAM-EVALUATION-TYPE		This will be blank unless the PK service id 01010000 is used.

**Data Sample(s)**

See Section 7 for XML Data Samples

**InterchangeEducationOrgCalendar  
10200 - CalendarDateExtension Complex Type**

Element ID	Data Element	XMLName	PEIMS								Len	Data Type	Code Table ID	
			1	1 M	2	2 M	3	3 M	4	4 M				
**	Reference Type	id					Y	Y					STRING	
E1168	CALENDAR-DATE	Date					Y	Y				10	CODED	
E1582	SCHOOL-DAY-EVENT-CODE	TX-SchoolDayCode					Y	Y				2	STRING	C208
E1570	CALENDAR-WAIVER-EVENT-TYPE	TX-CalendarWaiverEventType					Y					2	STRING	C204
E1571	SCHOOL-DAY-OPERATIONAL-MINUTES	TX-SchoolDayOperationalMinutes					Y					3	NUMERIC	
E1599	SCHOOL-DAY-INSTRUCTIONAL-MINUTES	TX-SchoolDayInstructionalMinutes					Y					3	NUMERIC	
E1572	SCHOOL-DAY-WAIVER-MINUTES	TX-SchoolDayWaiverMinutes					Y	Y				3	NUMERIC	

**Description**

The CalendarDate Extension Complex Type represents a day in the school calendar.

**Reporting Requirements**

The CalendarDateExtension Complex Type is only reported in Submission 3.

Texas Education Code 25.081 requires that schools operate a school year for each campus that includes 75,600 minutes of school day operation over the course of the school year. TEC 42.005 contains provisions for certain groups of students to attend school on the basis of Instructional Minutes; 32,400 for Prekindergarten and 43,200 for dropout or at-risk student programs. Open enrollment charter schools approved prior to January 1, 2015 are permitted to operate on the basis of a 180-day calendar instead of 75,600 minutes.

The collection of the data on the CalendarDateExtension Sub-Category is limited to the days that students are planned to attend school and the days that are sub-planted with a waiver and the students do not actually attend school either for a partial day or a full day. Do not report school holidays, such as spring break, weekends, or any other time that staff and students are not expected to be at school. Do not include staff work days that are not related to exercising the option of using a staff development waiver in lieu of a student instruction day.

Because schools that operate a standard instructional program (INSTRUCTIONAL-PROGRAM-TYPE 01) are required to operate a school year consisting of at least 75,600 school day operational minutes, the sum of the SCHOOL-DAY-OPERATIONAL-MINUTES and the SCHOOL-DAY-WAIVER-MINUTES should add to at least 75,600 minutes.

Each campus that reports at least one student in attendance during the course of the school year must also report school calendar data.

Per TEC 25.081(f) a school cannot plan on Memorial Day being an operational day or student school day when building the calendar(s) for a campus and then ask for the waiver.

**Special Reporting Requirements**

Each prekindergarten program should be on its own INSTRUCTIONAL-TRACK-INDICATOR-CODE.

Prekindergarten programs report SCHOOL-DAY-INSTRUCTIONAL-MINUTES and do not report SCHOOL-DAY-OPERATIONAL-MINUTES.

Dropout Recovery, DAEP, Correctional Facility, Residential Treatment Facility, Day Treatment Facility, Psychiatric Hospital, Medical Hospital, and Charter Schools (Excel Academy) programs report SCHOOL-DAY-INSTRUCTIONAL-MINUTES and do not report SCHOOL-DAY-OPERATIONAL-MINUTES.

JJAEPs report days of operation based on 180 days/7 hours a day. Waivers for JJAEPs are issued by the Texas Juvenile Justice Department (TJJD) and not TEA.

## Business Rules

**id** is an XML generated XML ID associated with this complex type.

**CALENDAR-DATE (E1168)** is the month, day and year of the calendar date.

**CALENDAR-EVENT (E1169)** is the type of scheduled or unscheduled event for the day. For example: Instructional day, Teacher only day, Holiday, Make-up day, Weather day, Student late arrival/early dismissal. In order to derive the attendance rates, use Instructional day, Make-up day, or Teacher Only day enumeration values.

**SCHOOL-DAY-EVENT-CODE (E1582)** is the type of scheduled or unscheduled event for the day. For example: Student Instructional day or Waiver day.

**CALENDAR-WAIVER-EVENT-TYPE (E1570)** indicates the type of state approved waiver.

**SCHOOL-DAY-OPERATIONAL-MINUTES (E1571)** indicates the minutes that a campus operated on a particular school day for the purpose of student instruction.

SCHOOL-DAY-OPERATIONAL-MINUTES is only reported for Instructional Program Types that are following 75,600 Operational Minutes.

**SCHOOL-DAY-INSTRUCTIONAL-MINUTES (E1599)** indicates the portion of the school day in which instruction takes place along with certain other exceptions and are considered a subset of operational minutes.

SCHOOL-DAY-INSTRUCTIONAL-MINUTES is only reported for Instructional Program Types that are not following 75,600 Operational Minutes or a 180-day school year calendar.

TEC Section 25.081, specifies that a school district may not provide student instruction on Memorial Day. If a school district would be required to provide student instruction on Memorial Day to compensate for minutes of instruction lost because of school closures caused by disaster, flood, extreme weather conditions, fuel curtailment, or another calamity, the commissioner shall approve the instruction of students for fewer than the minimum number of minutes required by TEC 25.081. A school must apply for a waiver(s) to exercise this option of the commissioner of education waving student instruction on Memorial Day.

**SCHOOL-DAY-WAIVER-MINUTES (E1572)** indicates the waiver minutes for the campus and calendar date.

Refer to the [Calendar Waiver Scenarios](#) table for additional information about reporting waivers and school day minutes.

**Instructional Program Calendar Reporting**

The following chart provides guidance on reporting the correct values for this complex type.

<b>Code</b>	<b>Instructional Program Type</b>	<b>Operational Minutes</b>	<b>Instructional Minutes/Days</b>	<b>Days of Operation</b>
01	Standard Program for school district campus following 75,600 Operational Minutes (Does not include Pre-Kindergarten Programs/Grades)	75,600 Minimum	Not reported	
02	Charter School campus issued to operate after 1/1/2015 following 75,600 Operational Minutes (Does not include Pre-Kindergarten Programs/Grades)	75,600 Minimum	Not reported	
03	Charter School campus operating before 1/1/2015 and electing to follow a 180-day school year calendar. (Includes Pre-Kindergarten Program/Grades)	Not reported.	Not reported.	180 days @ minimum of 240 minutes of instruction
04	Pre-Kindergarten Program (including school districts and charter schools approved to operate after January 1, 2015)	Not reported.	32,400 Minimum	
05	Dropout Recovery Program/Campus TEC 12.114(c) or TEC 39.0548	Not reported.	43,200 Minimum	
06	Disciplinary Alternative Education Program /Campus TEC 37.008	Not reported.	43,200 Minimum	
07	Correctional Facility Program/Campus (Adult or Juvenile)	Not reported.	43,200 Minimum	
08	Residential Treatment Facility Program/Campus	Not reported.	43,200 Minimum	
09	Day Treatment Facility Program/Campus	Not reported.	43,200 Minimum	
10	Psychiatric Hospital Program/Campus	Not reported.	43,200 Minimum	
11	Medical Hospital Program/Campus	Not reported.	43,200 Minimum	
12	Charter School issued under TEC 29.259 (Excel Academy 227-827 Only)	Not reported.	43,200 Minimum	
13	Juvenile Justice Alternative Education Program (JJAEP) TEC 37.011	Not reported	Not reported	180 days @ minimum of 7 hours of instruction

**Calendar Waiver Scenarios**

The following scenarios provide guidance on reporting the correct values for this complex type.

Scenario	Instruc-tional Day?	SCHOOL-DAY-EVENT-CODE	CALENDAR-WAIVER-EVENT-TYPE	SCHOOL-DAY-OPERATIONAL-MINUTES or SCHOOL-DAY-INSTRUCTIONAL-MINUTES	SCHOOL-DAY-WAIVER-MINUTES
<p><b>Partial Day Staff Development Day:</b>                      Teachers in training for a partial day.  <b>MUST HAVE WAIVER.</b></p>	Yes	01 Instructional Day	01 Staff Development Waiver Day	Actual minutes (operational or instructional)	>0 (actual minutes waived)
<p><b>Full-Day Staff Development Day:</b>                      Teachers in training for a full day.  <b>MUST HAVE WAIVER.</b></p>	No	02 Waiver Day	01 Staff Development Waiver Day	0 (Both must be 0)	>0 (actual minutes waived, the normal length of a school day)
<p><b>Unplanned No School Day:</b>                      Single campus (no makeup necessary) or districtwide (after making up first two missed days).  <b>MUST HAVE WAIVER.</b></p>	No	02 Waiver Day	02 Missed School Waiver Day	0 (Both must be 0)	>0 (actual minutes waived, the normal length of a school day)
<p><b>Low Attendance Day:</b>                      School was held but attendance rate was at least 10 percentage points lower than prior year attendance rate in the district or applicable campus.  <b>MUST HAVE WAIVER.</b></p>	No	02 Waiver Day	04 Low Attendance Waiver Day	0 (Both must be 0)	>0 (actual minutes waived, the normal length of a school day)
<p><b>Other Waiver Day:</b>  <u>Most waiver days will fall into one of the types listed above. TEA will closely monitor the use of the Other Waiver Day type.</u>                      A school would be faced with operating on Memorial Day to reach the 75,600-minute school year requirement.  <b>MUST HAVE WAIVER.</b></p>	No	02 Waiver Day	99 Other Waiver Day	0 (Both must be 0 unless students attend school for a portion of the day.)	>0 (actual minutes waived, the normal length of a school day)



**Example(s)**

*Example #1 – Regular Campus Calendar (Minimum 75,600 Operational Minutes)*

Texas Middle School operates a standard program (Instructional Program Type 01) on Instructional Track 00. They provide 435 operational minutes each school day.

In October, during Reporting Period 2, their calendar includes two staff development days, one of which is a half-day and one of which is a full-day. The received staff development waivers for those days.

In January, during Reporting Period 4, inclement weather caused Texas Middle School to close for a day. They received a missed school waiver for that day.

Texas Middle School meets the minimum requirements by operating for 75,690 minutes for the school year.

*Instructional Track 00 Calendar*

Reporting Period 1: 27 days taught	
8/15/2018	First Day of School
9/21/2018	Last Day
Reporting Period 2: 29 days taught	
9/24/2018	First Day
10/11/2018	Staff Development Waiver Day (half-day)
10/12/2018	Staff Development Waiver Day (full-day)
11/2/2018	Last Day
Reporting Period 3: 28 days taught	
11/5/2018	First Day
12/19/2018	Last Day
Reporting Period 4: 28 days taught	
1/8/2019	First Day
1/14/2019	Missed School Waiver Day
2/15/2019	Last Day
Reporting Period 5: 28 days taught	
2/20/2019	First Day
4/5/2019	Last Day
Reporting Period 6: 34 days taught	
4/8/2019	First Day
5/24/2019	Last Day of School

The following is an abbreviated example of how the calendar data will be reported. Some rows in this example are summarized to represent multiple days that will be reported the same way. All days that students are planned to attend school and the days that are sub-planted with a waiver are reported.

Instructional Track Indicator Code	Instructional Program Type	Calendar Date	School Day Event Code	Calendar Waiver Event Type	School Day Operational Minutes	School Day Instructional Minutes	School Day Waiver Minutes
<b>Reporting Period 1: 27 days taught</b>							
00	01 – Standard Program	8/15/2018	01-Student Instructional Day		435	N/A	0
00	01 – Standard Program	8/16/2018 thru 9/21/2018 (other 26 days in reporting period)	01-Student Instructional Days		435 minutes for 26 days	N/A	0 minutes for each day
<i>Minutes Subtotal</i>					11,745	N/A	0
<b>Reporting Period 2: 29 days taught</b>							
00	01 – Standard Program	9/24/2018	01-Student Instructional Day		435	N/A	0
00	01 – Standard Program	10/11/2018	01-Student Instructional Day	01-Staff Development Waiver Day (half-day)	240	N/A	195
00	01 – Standard Program	10/12/2018	02-Waiver Day	01-Staff Development Waiver Day (full-day)	0	N/A	435
00	01 – Standard Program	9/25/2018 thru 11/2/2018 (other 26 days in reporting period)	01-Student Instructional Days		435 minutes for 26 days	N/A	0 minutes for each day
<i>Minutes Subtotal</i>					11,985	N/A	630
<b>Reporting Period 3: 28 days taught</b>							
00	01 – Standard Program	11/5/2018	01-Student Instructional Day		435	N/A	0
00	01 – Standard Program	11/6/2018 thru 12/19/2018 (other 27 days in reporting period)	01-Student Instructional Days		435 minutes for 27 days	N/A	0 minutes for each day
<i>Minutes Subtotal</i>					12,180	N/A	0
<b>Reporting Period 4: 28 days taught</b>							
00	01 – Standard Program	1/8/2019	01-Student Instructional Day		435	N/A	0

2018-2019 Texas Education Data Standards  
Section 8.2.1 – PEIMS Education Organization Data Submission Requirements  
Addendum Version 2019.2.0

Instructional Track Indicator Code	Instructional Program Type	Calendar Date	School Day Event Code	Calendar Waiver Event Type	School Day Operational Minutes	School Day Instructional Minutes	School Day Waiver Minutes
00	01 – Standard Program	1/14/2019	02-Waiver Day	02-Missed School Day Waiver	0	N/A	435
00	01 – Standard Program	1/9/2019 thru 2/15/2019 (other 26 days in reporting period)	01-Student Instructional Days		435 minutes for 26 days	N/A	0 minutes for each day
<i>Minutes Subtotal</i>					11,745	N/A	435
<b>Reporting Period 5: 28 days taught</b>							
00	01 – Standard Program	2/20/2019	01-Student Instructional Day		435	N/A	0
00	01 – Standard Program	2/21/2019 thru 4/5/2019 (other 27 days in reporting period)	01-Student Instructional Days		435 minutes for 27 days	N/A	0 minutes for each day
<i>Minutes Subtotal</i>					12,180	N/A	0
<b>Reporting Period 6: 34 days taught</b>							
00	01 – Standard Program	4/8/2019	01-Student Instructional Day		435	N/A	0
00	01 – Standard Program	4/9/2019 thru 5/24/2019 (other 33 days in reporting period)	01-Student Instructional Days		435 minutes for 33 days	N/A	0 minutes for each day
<i>Minutes Subtotal</i>					14,790	N/A	0
<b><i>Minutes Yearly Totals</i></b>					<b>74,625</b>	<b>N/A</b>	<b>1,065</b>

To calculate total minutes for the school year for the Standard Program on Instructional Track 00, add total SCHOOL-DAY-OPERATIONAL-MINUTES of 74,625 to the total SCHOOL-DAY-WAIVER-MINUTES of 1,065 which results in a total of 75,690 minutes. This exceeds the minimum 75,600 minutes required for the school year.

*Example #2 – Pre-Kindergarten Campus Calendar (Minimum 32,400 Instructional Minutes)*

Texas Elementary School operates three different pre-kindergarten programs on their campus:

- an all-day pre-kindergarten program on Instructional Track 01,
- an AM pre-kindergarten program on Instructional Track 02, and
- a PM pre-kindergarten program on Instructional Track 03.

*Example #2a - All-day Pre-Kindergarten*

Texas Elementary School has an all-day Pre-Kindergarten Program (Instructional Program Type 04) on Instructional Track 01. They provide 420 instructional minutes each school day.

In October, during Reporting Period 2, their calendar includes two staff development days, one of which is a half-day and one of which is a full-day. The received staff development waivers for those days.

In January, during Reporting Period 4, inclement weather caused Texas Elementary School to close for a day. They received a missed school waiver for that day.

*Instructional Track 01 Calendar*

Reporting Period 1: 27 days taught	
8/15/2018	First Day of School
9/21/2018	Last Day
Reporting Period 2: 29 days taught	
9/24/2018	First Day
10/11/2018	Staff Development Waiver Day (half-day)
10/12/2018	Staff Development Waiver Day (full-day)
11/2/2018	Last Day
Reporting Period 3: 28 days taught	
11/5/2018	First Day
12/19/2018	Last Day
Reporting Period 4: 28 days taught	
1/8/2019	First Day
1/14/2019	Missed School Waiver Day
2/15/2019	Last Day
Reporting Period 5: 28 days taught	
2/20/2019	First Day
4/5/2019	Last Day
Reporting Period 6: 34 days taught	
4/8/2019	First Day
5/24/2019	Last Day of School

The following is an abbreviated example of how the All-day Pre-Kindergarten calendar data will be reported. Some rows in this example are summarized to represent multiple days that will be reported the same way. All days that students are planned to attend school and the days that are sub-planted with a waiver are reported.

Instructional Track Indicator Code	Instructional Program Type	Calendar Date	School Day Event Code	Calendar Waiver Event Type	School Day Operational Minutes	School Day Instructional Minutes	School Day Waiver Minutes
<b>Reporting Period 1: 27 days taught</b>							
01	04 – Pre-Kindergarten Program	8/15/2018	01-Student Instructional Day		N/A	420	0
01	04 – Pre-Kindergarten Program	8/16/2018 thru 9/21/2018 (other 26 days in reporting period)	01-Student Instructional Days		N/A	420 minutes for 26 days	0 minutes for each day
<i>Minutes Subtotal</i>					N/A	11,340	0
<b>Reporting Period 2: 29 days taught</b>							
01	04 – Pre-Kindergarten Program	9/24/2018	01-Student Instructional Day		N/A	420	0
01	04 – Pre-Kindergarten Program	10/11/2018	01-Student Instructional Day	01-Staff Development Waiver Day (half-day)	N/A	240	180
01	04 – Pre-Kindergarten Program	10/12/2018	02-Waiver Day	01-Staff Development Waiver Day (full-day)	N/A	0	420
01	04 – Pre-Kindergarten Program	9/25/2018 thru 11/2/2018 (other 26 days in reporting period)	01-Student Instructional Days		N/A	420 minutes for 26 days	0 minutes for each day
<i>Minutes Subtotal</i>					N/A	11,580	600
<b>Reporting Period 3: 28 days taught</b>							
01	04 – Pre-Kindergarten Program	11/5/2018	01-Student Instructional Day		N/A	420	0
01	04 – Pre-Kindergarten Program	11/6/2018 thru 12/19/2018 (other 27 days in reporting period)	01-Student Instructional Days		N/A	420 minutes for 27 days	0 minutes for each day

2018-2019 Texas Education Data Standards  
 Section 8.2.1 – PEIMS Education Organization Data Submission Requirements  
 Addendum Version 2019.2.0

Instructional Track Indicator Code	Instructional Program Type	Calendar Date	School Day Event Code	Calendar Waiver Event Type	School Day Operational Minutes	School Day Instructional Minutes	School Day Waiver Minutes
<i>Minutes Subtotal</i>					N/A	11,760	0
<b>Reporting Period 4: 28 days taught</b>							
01	04 – Pre-Kindergarten Program	1/8/2019	01-Student Instructional Day		N/A	420	0
01	04 – Pre-Kindergarten Program	1/14/2019	02-Waiver Day	02-Missed School Day Waiver	N/A	0	420
01	04 – Pre-Kindergarten Program	1/9/2019 thru 2/15/2019 (other 26 days in reporting period)	01-Student Instructional Days		N/A	420 minutes for 26 days	0 minutes for each day
<i>Minutes Subtotal</i>					N/A	11,340	420
<b>Reporting Period 5: 28 days taught</b>							
01	04 – Pre-Kindergarten Program	2/20/2019	01-Student Instructional Day		N/A	420	0
01	04 – Pre-Kindergarten Program	2/21/2019 thru 4/5/2019 (other 27 days in reporting period)	01-Student Instructional Days		N/A	420 minutes for 27 days	0 minutes for each day
<i>Minutes Subtotal</i>					N/A	11,760	0
<b>Reporting Period 6: 34 days taught</b>							
01	04 – Pre-Kindergarten Program	4/8/2019	01-Student Instructional Day		N/A	420	0
01	04 – Pre-Kindergarten Program	4/9/2019 thru 5/24/2019 (other 33 days in reporting period)	01-Student Instructional Days		N/A	420 minutes for 33 days	0 minutes for each day
<i>Minutes Subtotal</i>					N/A	14,280	0
<b><i>Minutes Yearly Totals</i></b>					<b>N/A</b>	<b>72,060</b>	<b>1,020</b>

To calculate total minutes for the school year for the all-day Pre-Kindergarten Program on Instructional Track 01, add total SCHOOL-DAY-INSTRUCTIONAL-MINUTES of 72,060 to the total SCHOOL-DAY-WAIVER-MINUTES of 1,020 which results in a total of 73,080 minutes. This exceeds the minimum 32,400 minutes required for the school year.

*Example #2b - AM Pre-Kindergarten*

Texas Elementary School has an AM Pre-Kindergarten Program (Instructional Program Type 04) on Instructional Track 02. They provide 190 instructional minutes each school day.

In October, during Reporting Period 2, their calendar includes two staff development days. The received staff development waivers for those days.

In January, during Reporting Period 4, inclement weather caused Texas Elementary School to close for a day. They received a missed school waiver for that day.

*Instructional Track 02 Calendar*

Reporting Period 1: 27 days taught	
8/15/2018	First Day of School
9/21/2018	Last Day
Reporting Period 2: 29 days taught	
9/24/2018	First Day
10/11/2018	Staff Development Waiver Day
10/12/2018	Staff Development Waiver Day
11/2/2018	Last Day
Reporting Period 3: 28 days taught	
11/5/2018	First Day
12/19/2018	Last Day
Reporting Period 4: 28 days taught	
1/8/2019	First Day
1/14/2019	Missed School Waiver Day
2/15/2019	Last Day
Reporting Period 5: 28 days taught	
2/20/2019	First Day
4/5/2019	Last Day
Reporting Period 6: 34 days taught	
4/8/2019	First Day
5/24/2019	Last Day of School

The following is an abbreviated example of how the AM Pre-Kindergarten calendar data will be reported. Some rows in this example are summarized to represent multiple days that will be reported the same way. All days that students are planned to attend school and the days that are sub-planted with a waiver are reported.

Instructional Track Indicator Code	Instructional Program Type	Calendar Date	School Day Event Code	Calendar Waiver Event Type	School Day Operational Minutes	School Day Instructional Minutes	School Day Waiver Minutes
Reporting Period 1: 27 days taught							
02	04 – Pre-Kindergarten Program	8/15/2018	01-Student Instructional Day		N/A	190	0
02	04 – Pre-Kindergarten Program	8/16/2018 thru 9/21/2018 (other 26 days in reporting period)	01-Student Instructional Days		N/A	190 minutes for 26 days	0 minutes for each day
<i>Minutes Subtotal</i>					N/A	5,130	0
Reporting Period 2: 28 days taught							
02	04 – Pre-Kindergarten Program	9/24/2018	01-Student Instructional Day		N/A	190	0
02	04 – Pre-Kindergarten Program	10/11/2018	02-Waiver Day	01-Staff Development Waiver Day	N/A	0	190
02	04 – Pre-Kindergarten Program	10/12/2018	02-Waiver Day	01-Staff Development Waiver Day	N/A	0	190
02	04 – Pre-Kindergarten Program	9/25/2018 thru 11/2/2018 (other 25 days in reporting period)	01-Student Instructional Days		N/A	190 minutes for 25 days	0 minutes for each day
<i>Minutes Subtotal</i>					N/A	4,940	380
Reporting Period 3: 28 days taught							
02	04 – Pre-Kindergarten Program	11/5/2018	01-Student Instructional Day		N/A	190	0
02	04 – Pre-Kindergarten Program	11/6/2018 thru 12/19/2018 (other 27 days in reporting period)	01-Student Instructional Days		N/A	190 minutes for 27 days	0 minutes for each day
<i>Minutes Subtotal</i>					N/A	5,320	0
Reporting Period 4: 28 days taught							



2018-2019 Texas Education Data Standards  
Section 8.2.1 – PEIMS Education Organization Data Submission Requirements  
Addendum Version 2019.2.0

Instructional Track Indicator Code	Instructional Program Type	Calendar Date	School Day Event Code	Calendar Waiver Event Type	School Day Operational Minutes	School Day Instructional Minutes	School Day Waiver Minutes
02	04 – Pre-Kindergarten Program	1/8/2019	01-Student Instructional Day		N/A	190	0
02	04 – Pre-Kindergarten Program	1/14/2019	02-Waiver Day	02-Missed School Day Waiver	N/A	0	190
02	04 – Pre-Kindergarten Program	1/9/2019 thru 2/15/2019 (other 26 days in reporting period)	01-Student Instructional Days		N/A	190 minutes for 26 days	0 minutes for each day
<i>Minutes Subtotal</i>					N/A	5,130	190
Reporting Period 5: 28 days taught							
02	04 – Pre-Kindergarten Program	2/20/2019	01-Student Instructional Day		N/A	190	0
02	04 – Pre-Kindergarten Program	2/21/2019 thru 4/5/2019 (other 27 days in reporting period)	01-Student Instructional Days		N/A	190 minutes for 27 days	0 minutes for each day
<i>Minutes Subtotal</i>					N/A	5,320	0
Reporting Period 6: 34 days taught							
02	04 – Pre-Kindergarten Program	4/8/2019	01-Student Instructional Day		N/A	190	0
02	04 – Pre-Kindergarten Program	4/9/2019 thru 5/24/2019 (other 33 days in reporting period)	01-Student Instructional Days		N/A	190 minutes for 33 days	0 minutes for each day
<i>Minutes Subtotal</i>					N/A	6,460	0
<b><i>Minutes Yearly Totals</i></b>					<b>N/A</b>	<b>32,300</b>	<b>570</b>

To calculate total minutes for the school year for the AM Pre-Kindergarten Program on Instructional Track 02, add total SCHOOL-DAY-INSTRUCTIONAL-MINUTES of 32,300 to the total SCHOOL-DAY-WAIVER-MINUTES of 570 which results in a total of 32,870 minutes. This exceeds the minimum 32,400 minutes required for the school year.

*Example #2c - PM Pre-Kindergarten*

Texas Elementary School has an PM Pre-Kindergarten Program (Instructional Program Type 04) on Instructional Track 03. They provide 190 instructional minutes each school day.

In October, during Reporting Period 2, their calendar includes two staff development days. The received staff development waivers for those days.

In January, during Reporting Period 4, inclement weather caused Texas Elementary School to close for a day. They received a missed school waiver for that day.

*Instructional Track 03 Calendar*

Reporting Period 1: 27 days taught	
8/15/2018	First Day of School
9/21/2018	Last Day
Reporting Period 2: 28 days taught	
9/24/2018	First Day
10/11/2018	Staff Development Waiver Day
10/12/2018	Staff Development Waiver Day
11/2/2018	Last Day
Reporting Period 3: 28 days taught	
11/5/2018	First Day
12/19/2018	Last Day
Reporting Period 4: 28 days taught	
1/8/2019	First Day
1/14/2019	Missed School Waiver Day
2/15/2019	Last Day
Reporting Period 5: 28 days taught	
2/20/2019	First Day
4/5/2019	Last Day
Reporting Period 6: 34 days taught	
4/8/2019	First Day
5/24/2019	Last Day of School

The following is an abbreviated example of how the PM Pre-Kindergarten calendar data will be reported. Some rows in this example are summarized to represent multiple days that will be reported the same way. All days that students are planned to attend school and the days that are sub-planted with a waiver are reported.

Instructional Track Indicator Code	Instructional Program Type	Calendar Date	School Day Event Code	Calendar Waiver Event Type	School Day Operational Minutes	School Day Instructional Minutes	School Day Waiver Minutes
<b>Reporting Period 1: 27 days taught</b>							
03	04 – Pre-Kindergarten Program	8/15/2018	01-Student Instructional Day		N/A	190	0
03	04 – Pre-Kindergarten Program	8/16/2018 thru 9/21/2018 (other 26 days in reporting period)	01-Student Instructional Days		N/A	190 minutes for 26 days	0 minutes for each day
<i>Minutes Subtotal</i>					N/A	5,130	0
<b>Reporting Period 2: 28 days taught</b>							
03	04 – Pre-Kindergarten Program	9/24/2018	01-Student Instructional Day		N/A	190	0
03	04 – Pre-Kindergarten Program	10/11/2018	02-Waiver Day	01-Staff Development Waiver Day	N/A	0	190
03	04 – Pre-Kindergarten Program	10/12/2018	02-Waiver Day	01-Staff Development Waiver Day	N/A	0	190
03	04 – Pre-Kindergarten Program	9/25/2018 thru 11/2/2018 (other 25 days in reporting period)	01-Student Instructional Days		N/A	190 minutes for 25 days	0 minutes for each day
<i>Minutes Subtotal</i>					N/A	4,940	380
<b>Reporting Period 3: 28 days taught</b>							
03	04 – Pre-Kindergarten Program	11/5/2018	01-Student Instructional Day		N/A	190	0
03	04 – Pre-Kindergarten Program	11/6/2018 thru 12/19/2018 (other 27 days in reporting period)	01-Student Instructional Days		N/A	190 minutes for 27 days	0 minutes for each day
<i>Minutes Subtotal</i>					N/A	5,320	0
<b>Reporting Period 4: 28 days taught</b>							

Instructional Track Indicator Code	Instructional Program Type	Calendar Date	School Day Event Code	Calendar Waiver Event Type	School Day Operational Minutes	School Day Instructional Minutes	School Day Waiver Minutes
03	04 – Pre-Kindergarten Program	1/8/2019	01-Student Instructional Day		N/A	190	0
03	04 – Pre-Kindergarten Program	1/14/2019	02-Waiver Day	02-Missed School Day Waiver	N/A	0	190
03	04 – Pre-Kindergarten Program	1/9/2019 thru 2/15/2019 (other 26 days in reporting period)	01-Student Instructional Days		N/A	190 minutes for 26 days	0 minutes for each day
<i>Minutes Subtotal</i>					N/A	5,130	190
Reporting Period 5: 28 days taught							
03	04 – Pre-Kindergarten Program	2/20/2019	01-Student Instructional Day		N/A	190	0
03	04 – Pre-Kindergarten Program	2/21/2019 thru 4/5/2019 (other 27 days in reporting period)	01-Student Instructional Days		N/A	190 minutes for 27 days	0 minutes for each day
<i>Minutes Subtotal</i>					N/A	5,320	0
Reporting Period 6: 34 days taught							
03	04 – Pre-Kindergarten Program	4/8/2019	01-Student Instructional Day		N/A	190	0
03	04 – Pre-Kindergarten Program	4/9/2019 thru 5/24/2019 (other 33 days in reporting period)	01-Student Instructional Days		N/A	190 minutes for 33 days	0 minutes for each day
<i>Minutes Subtotal</i>					N/A	6,460	0
<b><i>Minutes Yearly Totals</i></b>					<b>N/A</b>	<b>32,300</b>	<b>570</b>

To calculate total minutes for the school year for the PM Pre-Kindergarten Program on Instructional Track 03, add total SCHOOL-DAY-INSTRUCTIONAL-MINUTES of 32,300 to the total SCHOOL-DAY-WAIVER-MINUTES of 570 which results in a total of 32,870 minutes. This exceeds the minimum 32,400 minutes required for the school year.

**Data Sample(s)**

See Section 7 for XML Data Samples

**10200 - ReportingPeriodExtension Complex Type**

Element ID	Data Element	XMLName	PEIMS								Len	Data Type	Code Table ID	
			1	1 M	2	2 M	3	3 M	4	4 M				
**	Reference Complex Type	TX-SchoolReference					Y	Y					STRING	
**	Reference Complex Type	EducationalOrgIdentity					Y	Y						
E0266	CAMPUS-ID	StateOrganizationID					Y	Y				9	CODED	
E1093	SCHOOL-YEAR	TX-SchoolYear					Y	Y				9	STRING	C193
E0934	REPORTING-PERIOD-INDICATOR-CODE	TX-ReportingPeriod					Y	Y				1	CODED	C130
E1568	REPORTING-PERIOD-BEGIN-DATE	BeginDate					Y	Y				10	CODED	
E1569	REPORTING-PERIOD-END-DATE	EndDate					Y	Y				10	CODED	
E0975	INSTRUCTIONAL-TRACK-INDICATOR-CODE	TX-InstructionalTrack					Y	Y				2	STRING	
E1600	INSTRUCTIONAL-PROGRAM-TYPE	TX-InstructionalProgramType					Y	Y				2	CODED	C215
E0935	NUMBER-DAYS-TAUGHT	TX-NumberDaysTaught					Y	Y				3	NUMERIC	
**	Reference Complex Type	CalendarDateReference					Y	Y						
**	ReferenceType	ref					Y	Y						

**Description**

The ReportingPeriodExtension Complex Type represents a time period for which student attendance data are reported.

**Reporting Requirements**

Texas Education Code 25.081 requires that schools operate a school year for each campus that includes 75,600 minutes of school day operation over the course of the school year. The collection of the data on the ReportingPeriodExtension Sub-Category identifies the first calendar day and last calendar day of each six-week reporting period for each campus, six-week reporting period, and instructional track. For example, if the first day of a particular reporting period was planned as a student day and is turned into a non-student day because of the use of a waiver, such as a staff development day waiver or a missed instructional day waiver, then that day will be reported as the beginning date of a particular reporting period. The same will be true if the last day of a particular reporting is sub-planted with a waiver for either a partial day or full day of school.

Because schools report the school year for a particular campus to TEA in six approximately equal reporting periods, each LEA school campus should have six (6) strings of XML data for the CalendarDateExtension showing the REPORTING-PERIOD-INDICATOR-CODE (E0934), REPORTING-PERIOD-BEGIN-DATE (E1568), REPORTING-PERIOD-END-DATE (E1569), and NUMBER-DAYS-TAUGHT (E0935). This string of data will be repeated for each instance of a unique instructional track by indicating the INSTRUCTIONAL-TRACK-INDICATOR-CODE (E0975). For example, if a school campus operates two different instructional tracks, then the school will report a total of twelve (12) strings of XML data for the CalendarDateExtension.

Refer to the Student Attendance Accounting Handbook for additional details and rules related to operating a campus for 75,600 minutes per school year.

Each campus that reports at least one student in attendance during the course of the school year must also report school calendar data and reporting period data.

**Special Reporting Requirements**

Currently, there are no special reporting requirements.

## Business Rules

**id** is an XML generated XML ID associated with this complex type.

### **\*\*EducationOrganizationReference Complex Type**

The Education Organization that defines the curriculum and courses offered - often the LEA.

### **\*\*EducationalOrgIdentity Complex Type**

The EducationalOrgIdentity Complex Type provides user information to look up and link to an existing educational organization record in the receiving system.

**CAMPUS-ID (E0266)** indicates the unique campus identification number registered with the Texas Education Agency (TEA). It is the linking of DISTRICT-ID with the campus identification number.

The campuses reported on the SchoolExtension Complex Type must match a campus registered with the TEA for the current year.

A campus must not be reported with a number greater than 698.

The first 6 characters of CAMPUS-ID must match the value of the DISTRICT-ID in the LEA's LocalEducationAgencyExtension Complex Type.

When submitting an xml file for a campus, the CAMPUS-ID must match the value for the 'Campus ID' in the data submission file name.

**SCHOOL-YEAR (E1093)** is the identifier for the school year for which the attendance data are reported.

SCHOOL-YEAR uses the translation from code table C193 and not the code itself.

**REPORTING-PERIOD-INDICATOR-CODE (E0934)** indicates the period for which the attendance data are being reported.

**REPORTING-PERIOD-BEGIN-DATE (E1568)** indicates the first day of the reporting period.

**REPORTING-PERIOD-END-DATE (E1569)** indicates the last day of the reporting period.

**INSTRUCTIONAL-TRACK-INDICATOR-CODE (E0975)** indicates a unique campus calendar of school days for a particular group of students on a campus. Students with the same instructional track have the same number of days taught in a particular reporting period at a campus.

It is required that a campus report different instructional tracks if the number of days taught for a group of students is different in a particular reporting period. While TEA prefers that the INSTRUCTIONAL-TRACK-INDICATOR-CODEs be used in sequence, the choice of the instructional track is at the discretion of the campus.

**Example:** A campus that waives days of instruction for grades three and five will report an INSTRUCTIONAL-TRACK-INDICATOR-CODE of "00" for students in grades kindergarten through two and four, and an INSTRUCTIONAL-TRACK-INDICATOR-CODE of "01" (different calendar) for grades three and five.

Campuses which make use of multiple instructional calendars are considered to have more than one instructional track. Anytime the NUMBER-DAYS-TAUGHT for a particular six week reporting period at a campus are different, then there must be an additional INSTRUCTIONAL-TRACK-INDICATOR-CODE for that six-week reporting period. The INSTRUCTIONAL-TRACK-INDICATOR-CODE is used by TEA to differentiate between multiple instructional calendars when calculating Foundation School Funding.

**INSTRUCTIONAL-PROGRAM-TYPE (E1600)** indicates the type of attendance program associated with this calendar. Each unique instance of a campus calendar track must be associated with an INSTRUCTIONAL-PROGRAM-TYPE. For example, if a campus has both a pre-kindergarten calendar track following 32,400 instructional minutes and a regular program track following 75,600 operational minutes, then each calendar will be reported separately with a unique INSTRUCTIONAL-PROGRAM-TYPE.

**NUMBER-DAYS-TAUGHT (E0935)** indicates the number of days of instruction offered, as shown on the school calendar, during a particular reporting period.

**\*\*CalendarDateReference Complex Type**

The CalendarDateReference Complex Type references the days associated with the grading period.

**ref** is an XML generated XML IDREF that references the object associated with this object.

The CalendarDateReference, located in the ReportingPeriodExtension, is considered *unbounded*. What this means is that the XML Name can be repeated within the ReportingPeriodExtension tag. Example 1 demonstrates the concept of an “unbounded” element. This structure is how the CalendarDateReference should be reported.

**\*\*In order to determine if an element is unbounded you can look at the XSD for the text maxOccurs=” unbounded”.**

**Example 1:**

```
<ReportingPeriodExtension>
  <TX-SchoolReference>
    <EducationalOrgIdentity>
      <StateOrganizationID>654321111</StateOrganizationID>
    </EducationalOrgIdentity>
  </TX-SchoolReference>
  <TX-SchoolYear>2016-2017</TX-SchoolYear>
  <TX-ReportingPeriod>1</TX-ReportingPeriod>
  <BeginDate>2016-08-23</BeginDate>
  <EndDate>2016-10-07</EndDate>
  <TX-InstructionalTrack>0</TX-InstructionalTrack>
  <TX-NumberDaysTaught>33</TX-NumberDaysTaught>
  <CalendarDateReference ref="DT-20160823"/>
  <CalendarDateReference ref="DT-20160824"/>
  <CalendarDateReference ref="DT-20160825"/>
  <CalendarDateReference ref="DT-20160826"/>
  <CalendarDateReference ref="DT-20160829"/>
</ReportingPeriodExtension>
```

**Example(s)**

Texas ISD has three campuses: an elementary, middle school, and high school. The middle school campus operates the following school calendar using a single instructional track for all students and a standard instructional program type. The school year calendar consists of the following significant start and stop points:

First Day of School	8/22/2016
Last Day of First Reporting Period	9/30/2016
Beginning of Second Reporting Period	10/3/2016
Last Day of Second Reporting Period	11/10/2016
Beginning of Third Reporting Period	11/11/2016
Last Day of Third Reporting Period	12/16/2016
Beginning of Fourth Reporting Period	1/3/2017
Last Day of Fourth Reporting Period	2/17/2017
Beginning of Fifth Reporting Period	2/20/2017
Last Day of Fifth Reporting Period	4/7/2017
Beginning of Sixth Reporting Period	4/10/2017
Last Day of School	5/26/2017

The following example illustration demonstrates the data that would be reported for the ReportingPeriodExtension Sub-Category:

	<b>E0934 Reporting Period Indicator Code</b>	<b>E0975 Instructional Track Indicator Code</b>	<b>E1600 Instructional Program Type</b>	<b>E1568 Reporting Period Begin Date</b>	<b>E1569 Reporting Period End Date</b>	<b>E0935 Number of Actual Days Taught</b>
First Day of School/ First Day of First Reporting Period	1	00	01	8/22/2016		
Last Day of First Reporting Period					9/30/2016	
First Reporting Period Days Taught						29
Beginning of Second Reporting Period	2	00	01	10/3/2016		
Last Day of Second Reporting Period					11/10/2016	
Second Reporting Period Days Taught						28
Beginning of Third Reporting Period	3	00	01	11/11/2016		
Last Day of Third Reporting Period					12/16/2016	
Third Reporting Period Days Taught						22
Beginning of Fourth Reporting Period	4	00	01	1/3/2017		
Last Day of Fourth Reporting Period					2/17/2017	
Fourth Reporting Period Days Taught						32



	<b>E0934 Reporting Period Indicator Code</b>	<b>E0975 Instructional Track Indicator Code</b>	<b>E1600 Instructional Program Type</b>	<b>E1568 Reporting Period Begin Date</b>	<b>E1569 Reporting Period End Date</b>	<b>E0935 Number of Actual Days Taught</b>
Beginning of Fifth Reporting Period	5	00	01	2/20/2017		
Last Day of Fifth Reporting Period					4/7/2017	
Fifth Reporting Period Days Taught						28
Beginning of Sixth Reporting Period	6	00	01	4/10/2017		
Last Day of School					5/26/2017	
Sixth Reporting Period Days Taught						35

**Data Sample(s)**

[Waiver Minutes Worksheet](#)

See Section 7 for XML Data Samples

**InterchangeSSAOrganizationAssociation  
10011 SSAOrgAssociationExtension Complex Type**

Element ID	Data Element	XMLName	PEIMS								Len	Data Type	Code Table ID
			1	1 M	2	2 M	3	3 M	4	4 M			
**	Reference Complex Type	TX-LEAReference	Y	Y	Y	Y					6	CODED	
**	Reference Complex Type	EducationalOrgIdentity	Y	Y	Y	Y							
E0212	DISTRICT-ID	StateOrganizationId	Y	Y	Y	Y					6	CODED	
E0776	SHARED-SVCS-ARRANGEMENT-TYPE-CODE	TX-SharedServiceArrangement	Y	Y	Y	Y					2	CODED	C049
**	Reference Complex Type	TX-FiscalAgentEducationOrganizationReference	Y	Y	Y	Y					6	CODED	
**	Reference Complex Type	EducationalOrgIdentity	Y	Y	Y	Y							
E0777	FISCAL-AGENT-DISTRICT-ID	StateOrganizationId	Y	Y	Y	Y					6	CODED	

**Description**

The SSAOrgAssociationExtension Complex Type identifies the ESC/LEA fiscal agents and the ESC and/or LEA member(s) for each type of shared services arrangement (SSA) that exists among two or more ESCs and or LEAs.

Shared services arrangements are used by LEAs and/or education service centers to share personnel or services, when one entity cannot justify the cost of employing a specialized staff member, but a group can justify a portion of the salary. Specific guidance is provided in the FAR module of the Financial Accountability System Resource Guide and Texas Education Data Standards for LEAs (as government entities) to record and report the results of operations of shared service arrangements.

This guidance does not apply to non-profit charter schools since they are 501(c)(3) entities rather than government entities; therefore, non-profit charter schools are required to record the results of shared service arrangements within their own financial statements. If one entity maintains the accounting transactions for all entities sharing services, that entity must provide the necessary accounting information to each of the participating entities to record transactions.

However, any charter schools with a governmental charter holder (city, university, community college, etc.) are still required to follow governmental accounting standards and would follow shared service accounting guidelines.

The fiscal agent for a particular SSA does not report an SSAOrgAssociationExtension Complex Type for each shared services arrangement member district. Each ESC and LEA, whether a fiscal agent of, or a member of, an SSA, reports its own SSAOrgAssociationExtension Complex Type. This is different from the SharedServiceArrangementExtension Complex Type (Finance Category) reporting, where only the fiscal agent reports the financial expenditures for each of the SSA members.

The SSA data is used by TEA to match SSA participants and fiscal agents for financial reporting purposes. This data figures into the “maintenance of effort” (MOE) for special education spending thresholds for both state and federal allotments. The Texas Education Agency also uses the SSA information reported through this complex to check for consistent SSA financial reporting between Fiscal Agents and Member Districts.

**Reporting Requirements**

**Submission 1:**

The SSAOrgAssociationExtension Complex Type must be reported by each ESC and LEA which participates in or are a member of a SSA. This includes the ESCs and LEAs serving as fiscal agents for a particular SSA.

**Submission 2:**

For each record in the SSAOrgAssociationExtension Complex Type, there must be an ActualExtension Complex Type data record and a SharedServiceArrangementExtension Complex Type data record with appropriate fund codes for the SSA

financial reporting.

### **Special Reporting Requirements**

Charter schools do not submit any data through the Shared Services Arrangement Organization Association Complex Type. A charter school cannot be reported as either an SSA member or an SSA fiscal agent.

Texas School for the Blind and Visually Impaired and Texas School for the Deaf do not submit data through the Shared Services Arrangement Organization Association Complex Type.

### **Business Rules**

#### **\*\*LEAReference Complex Type**

The LEAReference Complex Type represents the recipient of the shared services.

#### **\*\*EducationalOrgIdentity Complex Type**

The EducationalOrgIdentity Complex Type provides user information to look up and link to an existing educational organization record in the receiving system.

**DISTRICT-ID (E0212)** indicates the district identification number registered with the Texas Education Agency. For the purposes of the SSAOrgAssociationExtension Complex Type, the DISTRICT-ID data element identifies the member ESC/LEA that is a member of a particular SSA type identified with the Shared Services Arrangement Type Codes (E0776).

DISTRICT-ID on the SSAOrgAssociationExtension Complex Type must match the value for DISTRICT-ID on the LocalEducationAgencyExtension Complex Type.

**SHARED-SVCS-ARRANGEMENT-TYPE-CODE (E0776)** indicates the type of program or service provided by the shared service arrangement.

SHARED SERVICES ARRANGEMENT ACTUAL data must be reported by 1) all school districts, including the fiscal agents that participate in a shared service arrangement, and 2) ESCs which serve as fiscal agents for shared service arrangements.

#### **\*\*TX-FiscalAgentEducationOrganizationReference**

The TX-FiscalAgentEducationOrganization Complex Type represents the provider of the shared service (i.e. the fiscal agent).

#### **\*\*EducationalOrgIdentity Complex Type**

The EducationalOrgIdentity Complex Type provides user information to look up and link to an existing educational organization record in the receiving system.

**FISCAL-AGENT-DISTRICT-ID (E0777)** is the county-district number of the shared services arrangement fiscal agent registered with the Texas Education Agency.

If the fiscal agent is a county, enter the county number for the leftmost three digits of FISCAL-AGENT-DISTRICT-ID, and enter 000 for the rightmost three digits.

For a fiscal agent, the DISTRICT-ID and FISCAL-AGENT-DISTRICT-ID will be the same.

When the fiscal agent reports its own SSAOrgAssociationExtension Complex Type, the fiscal agent reports a record for each shared services arrangement regardless of whether it participates as a member.

FISCAL-AGENT-DISTRICT-ID is the fiscal agent district ID number. The fiscal agent district is responsible for reporting:

- the actual financial data for the prior school year for the shared services arrangement, and
- personnel, payroll, and responsibility information for all administrative and
- all itinerant employees who are paid by the fiscal agent, whether or not these employees are shared by the member districts.

**Example(s)**

**Shared Services Arrangement Example #1**

Pioneer ISD (888-888) is a member of a special education shared services arrangement, an adult education shared services arrangement, and a gifted/talented shared services arrangement. Learning ISD (999-999) is the fiscal agent for all three shared services arrangements.

<b>Element Name</b>	<b>Response</b>	<b>Explanation</b>
DISTRICT-ID	888888	DISTRICT-ID should be 888888 to indicate the district number for Pioneer ISD for all three SSAs.
SHARED-SVCS-ARRANGEMENT-TYPE-CODE	11	SHARED-SVCS-ARRANGEMENT-TYPE-CODE should be 11 to indicate special education shared services arrangement.
SHARED-SVCS-ARRANGEMENT-TYPE-CODE	01	SHARED-SVCS-ARRANGEMENT-TYPE-CODE should be 01 to indicate adult education shared services arrangement.
SHARED-SVCS-ARRANGEMENT-TYPE-CODE	05	SHARED-SVCS-ARRANGEMENT-TYPE-CODE should be 05 to indicate gifted/talented shared services arrangement.
FISCAL-AGENT-DISTRICT-ID	999999	FISCAL-AGENT-DISTRICT-ID should be 999999 to indicate that Learning ISD is the fiscal agent for the SSAs.

**Shared Services Arrangement Example #2**

Apple ISD (777-777) is the fiscal agent for two shared services arrangements - bilingual education and career and technical education.

<b>Element Name</b>	<b>Response</b>	<b>Explanation</b>
DISTRICT-ID	777777	DISTRICT-ID should be 777777 to indicate the district number for Apple ISD.
SHARED-SVCS-ARRANGEMENT-TYPE-CODE	02	SHARED-SVCS-ARRANGEMENT-TYPE-CODE should be 02 to indicate bilingual education shared services arrangement.
SHARED-SVCS-ARRANGEMENT-TYPE-CODE	09	SHARED-SVCS-ARRANGEMENT-TYPE-CODE should be 09 to indicate career and technical education shared services arrangement.
FISCAL-AGENT-DISTRICT-ID	777777	FISCAL-AGENT-DISTRICT-ID should be 777777 to indicate that Apple ISD is the fiscal agent for the SSAs.

**Shared Services Arrangement Example #3**  
 (Resource Guide Models - FASRG Model #1)

A shared services arrangement is formed for an ESEA, Title I, Part A – Improving Basic Programs project. The funds are received from TEA. The combined entitlements for the two participating members are \$100,000. One member district (Member #1) that acts as fiscal agent will pay \$20,000 for a remedial reading teacher at campus 101. The other member district (Member #2) will pay \$25,000 for a remedial reading teacher at campus 041. The fiscal agent will retain \$25,000 to employ a remedial math teacher that will work 50% of the time at both schools, at the same campus as the reading programs. The remaining \$30,000 will be retained by the fiscal agent to employ a program director to serve both school districts.

Member #1 – The non-financial part of this information is reported with the SSAOrgAssociationExtension complex type using these guidelines:

Element Name	Response	Explanation
DISTRICT-ID	444444	DISTRICT-ID should be 444444 to indicate Member #1 ISD.
SHARED-SVCS-ARRANGEMENT-TYPE-CODE	04	SHARED-SVCS-ARRANGEMENT-TYPE-CODE should be 04 to indicate a compensatory or remedial education shared services arrangement.
FISCAL-AGENT-DISTRICT-ID	444444	FISCAL-AGENT-DISTRICT-ID should be 444444 to indicate Member #1 ISD serving as Fiscal Agent.

Member #2 – The non-financial part of this information is reported with the SSAOrgAssociationExtension complex type using these guidelines:

Element Name	Response	Explanation
DISTRICT-ID	333333	DISTRICT-ID should be 333333 to indicate Member #2 ISD.
SHARED-SVCS-ARRANGEMENT-TYPE-CODE	04	SHARED-SVCS-ARRANGEMENT-TYPE-CODE should be 04 to indicate a compensatory or remedial education shared services arrangement.
FISCAL-AGENT-DISTRICT-ID	444444	FISCAL-AGENT-DISTRICT-ID should be 444444 to indicate Member #1 ISD serving as Fiscal Agent.

**Shared Services Arrangement Example #4**  
 (Resource Guide Models - FASRG Model #2)

The education service center acts as fiscal agent for an ESEA, Title I, Part C – Education of Migratory Children project funded through TEA. All services are provided by the fiscal agent and no funds are passed through to the three member districts.

The combined entitlement is \$75,000. The education service center provides each school district a teacher who has a salary of \$25,000 per year for the 5th grade. These teachers provide services which result in the extension of the school day to 5:00 p.m. While the curriculum is basic, the extended day assists the students in completing courses in a shorter school year.

Member #1 – The non-financial part of this information is reported with the SSAOrgAssociationExtension complex type using these guidelines:

Element Name	Response	Explanation
DISTRICT-ID	444444	DISTRICT-ID should be 444444 to indicate Member #1 ISD.
SHARED-SVCS-ARRANGEMENT-TYPE-CODE	07	SHARED-SVCS-ARRANGEMENT-TYPE-CODE should be 07 to indicate migrant education shared services arrangement.
FISCAL-AGENT-DISTRICT-ID	777950	FISCAL-AGENT-DISTRICT-ID should be 777950 to indicate Education Service Center serving as Fiscal Agent.

Member #2 – The non-financial part of this information is reported with the SSAOrgAssociationExtension complex type using these guidelines:

Element Name	Response	Explanation
DISTRICT-ID	333333	DISTRICT-ID should be 333333 to indicate Member #2 ISD.
SHARED-SVCS-ARRANGEMENT-TYPE-CODE	07	SHARED-SVCS-ARRANGEMENT-TYPE-CODE should be 07 to indicate migrant education shared services arrangement.
FISCAL-AGENT-DISTRICT-ID	777950	FISCAL-AGENT-DISTRICT-ID should be 777950 to indicate Education Service Center serving as Fiscal Agent

Member #3 – The non-financial part of this information is reported with the SSAOrgAssociationExtension complex type using these guidelines:

Element Name	Response	Explanation
DISTRICT-ID	222222	DISTRICT-ID should be 222222 to indicate Member #3 ISD.
SHARED-SVCS-ARRANGEMENT-TYPE-CODE	07	SHARED-SVCS-ARRANGEMENT-TYPE-CODE should be 07 to indicate migrant education shared services arrangement.
FISCAL-AGENT-DISTRICT-ID	777950	FISCAL-AGENT-DISTRICT-ID should be 777950 to indicate Education Service Center serving as Fiscal Agent.

Education Service Center – The non-financial part of this information is reported with the SSAOrgAssociationExtension complex type using these guidelines:

Element Name	Response	Explanation
DISTRICT-ID	777950	DISTRICT-ID should be 777950 to indicate the Education Service Center.
SHARED-SVCS-ARRANGEMENT-TYPE-CODE	07	SHARED-SVCS-ARRANGEMENT-TYPE-CODE should be 07 to indicate migrant education shared services arrangement.
FISCAL-AGENT-DISTRICT-ID	777950	FISCAL-AGENT-DISTRICT-ID should be 777950 to indicate Education Service Center serving as Fiscal Agent.

**Shared Services Arrangement Example #5**  
 (Resource Guide Models - FASRG Model #3)

Member district #1 acts as fiscal agent for a state/locally funded special education shared services arrangement that includes 1 other school district. Expenditures are allocated according to the example in the Financial Accountability System Resource Guide, section 1.3.3. Member school districts receive revenue from various sources (foundation fund revenue, tax revenue, etc.). These revenues are recorded in the General Fund and are to be used as the district deems appropriate with written established guidelines for operating purposes. The monies paid to the fiscal agent may not be identifiable as being from a specific revenue source. Periodically during the year, member school districts pay monies to the fiscal agent.

Member school districts determine the payment amount based on predetermined criteria established in the shared services arrangement agreement.

Member #1 – The non-financial part of this information is reported with the SSAOrgAssociationExtension complex type using these guidelines:

Element Name	Response	Explanation
DISTRICT-ID	777777	DISTRICT-ID should be 777777 to indicate Member #1 ISD.
SHARED-SVCS-ARRANGEMENT-TYPE-CODE	11	SHARED-SVCS-ARRANGEMENT-TYPE-CODE should be 11 to indicate special education shared services arrangement.
FISCAL-AGENT-DISTRICT-ID	777777	FISCAL-AGENT-DISTRICT-ID should be 777777 to indicate Member #1 ISD serving as Fiscal Agent.

Member #2 – The non-financial part of this information is reported with the SSAOrgAssociationExtension complex type using these guidelines:

Element Name	Response	Explanation
DISTRICT-ID	888888	DISTRICT-ID should be 888888 to indicate Member #2 ISD.
SHARED-SVCS-ARRANGEMENT-TYPE-CODE	11	SHARED-SVCS-ARRANGEMENT-TYPE-CODE should be 11 to indicate special education shared services arrangement.
FISCAL-AGENT-DISTRICT-ID	777777	FISCAL-AGENT-DISTRICT-ID should be 777777 to indicate Member #1 ISD serving as Fiscal Agent.

**Data Sample(s)**

See Section 7 for XML Data Samples