Summer PEIMS FAQ

1. **Where can I find an IBC Reimbursement Report?**

   Please visit the following TEA webpage link for more information on where to find a report detailing which students an LEA has been reimbursed and the amount reimbursed for an IBC:

   https://tea.texas.gov/academics/college-career-and-military-prep/house-bill-3-industry-based-certification-reimbursements

2. **Can you provide the ASCENDER Ticket System Link?**

   https://escsupport.ascendertx.com/servicedesk/customer/portal/28/user/login?destination=portal%2F28

3. **What are the ASCENDER Ticket System response guidelines?**

   When we respond:

   All Consultants adhere to these _general_ response times (there are extenuating circumstances where response times may be longer than expected).

   If a ticket is submitted in the morning hours, a consultant will call or respond to you by the afternoon of the same day.
   If a ticket is submitted in the afternoon hours, a consultant will call or respond to you the following morning.

   Never wait more than 1 full day for a ticket response. If this happens, please call Emily Barber @ (806) 677-5109 or Evelyn Jenkins @ (806) 677-5110

   How we respond:

   As a general rule, all Consultants will respond to tickets with a phone call.

   Special circumstances may apply where if a ticket can be answered with a quick answer, the initial response may be a one sentence answer. If that answer prompts further questions from the LEA for clarification, the consultant will call you. At any point in a ticket conversation, an LEA may request the Consultant call directly.

4. **Are First Day Attendance Verification Forms required?**

   Requesting an attendance verification form from a receiving LEA is best practice but not required. Attendance verification helps you determine correct leaver codes and provides documentation as to why a specific leaver code was selected.

   To take this a step further, add the attendance verification form as an attachment to TREx and request the receiving LEA return the form.

5. **Can you explain the R-PEP program?**

   The Rural Pathway Excellence Partnerships (R-PEP) program allows rural schools to enter into agreements with other school districts to develop rural college and career pathway partnerships. The goal of the R-PEP program is to increase access to high-quality post-secondary pathways for rural students through muli-district collaboration.

   The application window for the 24-25 school year has not yet been posted on the TEA webpage. Additional information on how these classes are delivered as well as who to contact can be found here:

   https://tea.texas.gov/texas-schools/district-initiatives/rural-pathway-excellence-partnership-program

6. **How should an LEA handle student attendance on testing days?**

   The Student Attendance Accounting Handbook Section 3.6.6 - Attendance Accounting during Testing Days - states: If your district exempts certain students from taking final exams, note that that exemption does not exempt the students from the two-through-four hour requirement. A student who is exempt from taking exams and who attends school on an exam day only to "sign in" during the attendance taking time has not met the two-through-four hour requirement for that day. A student must either be provided the appropriate number of hours of instruction or be counted absent. Same for state testing days.

7. **Does the withdrawal form in Registration (SRG0900) require an exit date in the W/R Enroll tab before running?**

   The SRG0900 - Withdrawal Transfer Form report can be run without an exit date on the W/R Enroll tab.

8. **Should an LEA withdraw a student on the last day of school if we already know the student will not be returning next school year?**

   This will affect district ADA funding for the day the student is withdrawn. Best practice is waiting until the start of the next school year; code that student as a No Show.

9. **Why are student discipline records required to be sent through TREx?**

   In accordance with HB 3 - Transfer of Student Records - LEAs are required to transfer a child's disciplinary records and any threat assessments when a child transfers to a new school district.

   A disciplinary record is defined as a student's cumulative record of formal disciplinary actions reported to PEIMS from the date the student was first enrolled in a public school and that the LEA has retained in accordance with the records retention policy.

   Reference TAA letter dtd. 12/14/2023 for additional information.

10. **What is the process to request a low attendance waiver?**

    Full documentation on this process can be found on the Region 16 website:

    [Region 16 Homepage](#) >School Services >IMS/TSDS >IMS Student (enter user id and pw) >Documentation (on the left menu bar) > ASCENDER Student Applications > Attendance > PEIMS Documents

11. **What is the difference between the upper and lower part of the screen on the Local Programs tab in Registration?**

    The Local Programs tab is divided into two grids.

    The top grid is titled Local Programs for TEA. The purpose is to track programs that are defined and required by TEA to be reported for PEIMS.

    How to use the top grid: Use the table in Registration>Maintenance>District Profile>Local Program Codes as a guide to what is programmed in Ascender to appear in the top grid. If a program **is** available in the drop down box in the right hand column titled 'Local Program to TEA PEIMS Codes' it will appear in the top grid.

The bottom grid is titled Other Local Programs. These are local programs that the LEA would like to track and use for local reporting; however, this area also contains TEA required programs for PEIMS reporting so it can be confusing.

Example - IGC: While this code is required for PEIMS reporting, it does not appear in the 'Local Program to TEA PEIMS Codes' drop down box. It will need to be manually added and will appear in the bottom grid.

How to use the bottom grid: Use the table in Registration>Maintenance>District Profile>Local Program codes. If a program is **not** available in the drop down box in the right hand column titled 'Local Program to TEA PEIMS Codes' it will appear in the bottom grid.

12. **Can you remind us of the required minutes for CTE classes for the 24-25 school year?**

This verbiage will be in the 24-25 SAAH:

SAAH Section 5.5 CTE (Contact Hour) Codes

Each CTE course must be reviewed separately to determine the average minutes per day students attend that course. **Three contact hours (V3) is the maximum an LEA may claim for a single course.** To receive CTE weighted funding, course periods must ~~be an~~ average a **minimum of** ~~at least~~ 45 minutes a day~~. LEAs that~~ includ**ing** ~~planned early release days~~, pep rallies, assemblies, **modified bell schedules** etc. ~~must ensure that the average course length~~ for the calendar year~~. is at least 45 minutes.~~ Days covered under 3.8.2 Closures for Bad Weather or Other Issues of Health and Safety, **3.8.1.5 Staff Professional Development Minute waivers, and 3.6.6 Modified Schedule State Assessment Testing Day waivers**, are not part of the calculation. ~~Three contact hours (V3) is the maximum an LEA may claim for a single course.~~