BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

PEIMS

Public Education Information Management System

2022-2023 SCHOOL YEAR

Graduate Coding Procedures Manual

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Coding Graduates

Introduction

This document describes the steps to follow in order to properly code Mid-Year, Regular and Summer School graduates. The coding of Graduates in eSchoolPLUS encompasses three screens; the Entry/Withdrawal screen, the PEIMS Graduate screen, and the Academic screen. There are also three different times these screens get updated; Time of Withdrawal, Pre-Rollover, and Post-Rollover.

Mid-Year Graduate

Mid-Year Graduates are students who graduate during the regular school year. They may or may not participate in the June graduation ceremonies. These students should be coded as follows:

Entry/Withdrawal Screen (at the time of withdrawal)
Student Center➔Demographic➔Entry/Withdrawal.

1. Search for the student that you wish to code.
2. Click on the student's name.
3. Click on the current school year.
4. Enter the Withdrawal Code: Type "W01" or select it from the drop down list.
5. Enter the Withdrawal Date: Type the date that reflects the actual day the student withdrew.
6. Adding comments are optional if needed
7. Press the save button

PEIMS Graduate Screen
Student Center➔Demographic➔PEIMS Graduate

1. Enter the Diploma Type Code: Select the diploma type from the drop down menu.
2. Check the Texas Grant Eligibility box if needed.
3. Enter the Certificate of Completion Date: Type the date that reflects the day the student was certified as a graduate.
4. Press the save button

Academic Screen
Student Center➔Demographic➔Academic

1. Enter the Diploma Type: Select the diploma type from the drop down menu. This field MUST be filled in. See example below.
2. Enter the Graduation Year: Type the four-digit school year or select it from the drop down menu. This field MUST be filled in. See example on next page.
3. Enter the Graduation Requirement Group: Type in the two-character code or select it from the drop down menu. This field MUST be filled in. See example on next page.

4. Enter the Graduation Date: Type the date that reflects the certification date for the student. This field MUST be filled in. See example on next page.
5. Enter the Cohort Year (Federal Graduation Year): Type the four-digit school year or select it from the drop down menu. This field MUST be filled in. See example on next page.
6. Press the button

Regular Graduates

Regular Graduates are students who finish the year and graduate during the designated graduation date for the campus. These students should be coded as follows:

Entry/Withdrawal Screen

> Student Center→Demographic→Entry/Withdrawal.

1. Search for the student that you wish to code.
2. Click on the student's name.
3. Click on the school year.
4. Enter the Withdrawal Code: Type "W01" or select it from the drop down list. See example below.
5. Enter the Withdrawal Date: Type the date that reflects the day after the last day of school.
6. Press the save button.

PEIMS Graduate Screen

> Student Center→Demographic→PEIMS Graduate

1. Enter the Diploma Type Code: Select the diploma type from the drop down menu.
2. Check the Texas Grant Eligibility box if needed.
3. Enter the Certificate of Completion Date: Type the date that reflects the day after the last day of school.
4. Press the save button

Academic Screen

> Student Center→Demographic→Academic

1. Enter the Diploma Type: Select the diploma type from the drop down menu. This field MUST be filled in.
2. Enter the Graduation Year: Type the four-digit school year or select it from the drop down menu. This field MUST be filled in.
3. Enter the Graduation Requirement Group: Type in the two-character code or select it from the drop down menu. This field MUST be filled in.
4. Enter the Graduation Date: Type the date that reflects the graduation date for your campus. This field MUST be filled in.
5. Enter the Cohort Year (Federal Graduation Year): Type the four-digit school year or select it from the drop down menu. This field MUST be filled in.
6. Press the button.

Summer Graduates

Summer Graduates are students who graduate during the summer according to the designated schedule for the campus. These students should be coded as follows:

Entry/Withdrawal Screen

> Student Center→Demographic→Entry/Withdrawal.

1. Search for the student that you wish to code.

2. Click on the student's name.
3. Verify that a new entry vector exists. If one does, skip to step 6.
4. Click on the "New" button.
5. Enter the School Year: Select the school year that reflects the coming school year (next year) from the drop down menu.
6. Enter the Entry Code: Select "EO" from the drop down menu.
7. Enter the Entry Date: Type the date that reflects the first day of school for the school year selected.
8. Enter the Withdrawal Code: Type "W01" or select it from the drop down list.
9. Enter the Withdrawal Date: Type the date that reflects the first day of school for the school year selected.
10. Press the Save button.

PEIMS Graduate Screen

Student Center→Demographic→PEIMS Graduate

1. Enter the Diploma Type Code: Select the diploma type from the drop down menu.
2. Check the Texas Grant Eligibility box if needed.
3. Enter the Certificate of Completion Date: Type the date that reflects the summer graduation date for your campus.
4. Press the Save button.

Academic Screen

Student Center→Demographic→Academic

1. Enter the Diploma Type: Select the diploma type from the drop down menu. This field MUST be filled in.
2. Enter the Graduation Year: Type the four-digit school year or select it from the drop down menu. This field MUST be filled in.
3. Enter the Graduation Requirement Group: Type in the two-character code or select it from the drop down menu. This field MUST be filled in.
4. Enter the Graduation Date: Type the date that reflects the summer graduation date for your campus. This field MUST be filled in.
5. Enter the Cohort Year (Federal Graduation Year): Type the four-digit school year or select it from the drop down menu. This field MUST be filled in.
6. Press the button.

NOTE: If a student does not graduate with his class, then the Graduation Date is the date they actually were certified as graduates by the counselor

Graduation Type Charts

Graduation Type Codes Decision Charts

The following three GRADUATION-TYPE-CODE charts differentiate the requirements for coding general education and special education students.

> • GRADUATION-TYPE-CODE Chart 1 applies to all students who completed the curriculum and credit requirements for graduation, including satisfactory performance on the exit-level assessment.
>
> • GRADUATION-TYPE-CODE Chart 2 applies only to students who received special education services, completed the curriculum and credit requirements for graduation, and participated in the statewide assessment instrument identified in the IEP.
>
> • GRADUATION-TYPE-CODE Chart 3 applies only to students who received special education services who completed credit requirements for graduation, but whose curriculum content was modified or substituted.

PLEASE NOTE: The content of the curriculum determines the graduation type and drives the applicable coding

GRADUATION-TYPE-CODE Chart 1

Coding of students who meet all graduation requirements under TAC Chapter 74 and Chapter 101.3022 (or the assessment requirement in place at the time of the student's enrollment in grade 9)

Year Entering Grade 9 Curriculum Requirements in Effect During School Year	High School Program	Graduation Codes	
2001-2002, 2002-2003, 2003-2004 (TAC Chapter 74, Subchapter D) *The TAC §89.1070 in effect for students graduating under TAC Chapter 74, Subchapter D is no longer available electronically via the TEA website but may be accessed via the link provided to the Texas Register.			
TAC §74.42 TAC §89.1070 (b) (1)* 27 Tex Reg 3103	Minimum	General Education and Special Education	21
TAC §74.43 TAC §89.1070 (b) (1) * 27 Tex Reg 3103	Recommended	General Education and Special Education	22
TAC §74.44 TAC §89.1070 (b) (1)* 27 Tex Reg 3103	Distinguished	General Education and Special Education	23
2004-2005, 2005-2006, 2006-2007 (TAC Chapter 74, Subchapter E) *The TAC §89.1070 in effect for students graduating under TAC Chapter 74, Subchapter E is no longer available electronically via the TEA website but may be accessed via the link provided to the Texas Register.			
TAC §74.52 TAC §89.1070 (b) (1) 27 Tex Reg 3103	Minimum	General Education and Special Education	24
TAC §74.53 TAC §89.1070 (b) (1)* 27 Tex Reg 3103	Recommended	General Education and Special Education	25
TAC §74.54 TAC §89.1070 (b) (1)* 27 Tex Reg 3103	Distinguished	General Education and Special Education	26
2007-2008, 2008-2009, 2009-2010, 2010-2011, 2011-2012 (TAC Chapter 74, Subchapter F) ** The TAC §89.1070 as currently in effect and available via the link provided to the Texas Administrative Code.			
TAC §74.62 TAC §89.1070(b)(2)**	Minimum	General Education and Special Education	27
TAC §74.63 TAC §89.1070(b)(1)**	Recommended	General Education and Special Education	28
TAC §74.64 TAC §89.1070(b)(1)**	Distinguished	General Education and Special Education	29
2012-2013 and 2013-2014 (TAC Chapter 74, Subchapter G) ** The TAC §89.1070 as currently in effect and available via the link provided to the Texas Administrative Code.			
TAC §74.72 TAC §89.1070(b)(2)**	Minimum	General Education and Special Education	30
TAC §74.73 TAC §89.1070(b)(1)**	Recommended	General Education and Special Education	31
TAC §74.74 TAC §89.1070(b)(1)**	Distinguished	General Education and Special Education	32
2014-2015 (TAC Chapter 74, Subchapter B)			
TAC §74.1021, TAC §74.12	Foundation High School Program	General Education and Special Education	34

GRADUATION-TYPE-CODE Chart 1 Notes:

Chart 1 applies to all students in general education and to students receiving special education services for whom the required curriculum content was not modified or substituted and satisfactory performance on the exit-level assessments in place at the time of the student's enrollment in grade 9 was required.

The codes in this chart apply to students graduating under the minimum, recommended, or distinguished programs, including students receiving special education who graduate according to TAC §89.1070 in effect at the time of the student's enrollment in grade 9.

See Charts 2 and 3 for students receiving special education services graduating under TAC §89.1070 for whom the student's ARD committee determined that satisfactory performance on a required state assessment was not required. Students receiving special education services for who the curriculum content was not modified, and who meet the minimal requirements of the recommended or distinguished program must have that achievement recognized on the Academic Achievement Record.

Instructional accommodations for students with disabilities that do not result in curricular content modifications do not impact graduation requirements. Examples of accommodations that do not impact the graduation plan include one-on- one instruction, small group instruction, multi-sensory approaches, extended time on projects, study guides, highlighted texts, programmed materials, preferential seating, immediate feedback, Braille, books on tape, screen readers, the use of an interpreter or word processor, oral testing, un-timed testing, extended time to complete assignments, shortened tests, alternative evaluation strategies (draw a diagram, develop a model, perform the answer), etc. The use of these and other accommodations is allowed under all three graduation programs.

GRADUATION-TYPE-CODE Chart 2

Coding of students who meet the curriculum and credit requirements under TEC Chapter 74 and participated in or were exempted from the statewide assessment instrument(s) identified in the Individualized Education Plan (IEP).

Year Entering Grade 9 Curriculum Requirements in Effect During School Year	High School Program	Graduation Codes	
2001 – 2002 through 2006-2007 (TAC Chapter 74, Subchapters D, and E) *The version of TAC §89.1070 (b)(2) in effect for students graduating under Subchapters D, and E is no longer available electronically via the TEA website but may be accessed via the link provided to the Texas Register.			
**Amendments to TAC §89.1070 adopted to be effective Nov. 11, 2007, require satisfactory performance on the statewide assessment for the recommended and distinguished high school programs for all students entering grade 9 in 2007-2008 and thereafter; therefore, graduation codes 19 and 20 may be used for students entering the ninth grade prior to the 2007-2008 school year only.			
TAC §74.43 and 74.53 **only** TAC §89.1070(b)(2)* 27 Tex Reg 3103	**Recommended **** Completed the minimum *curriculum and credit* requirements for the Recommended High School Program applicable to students in general education and *participated in or were exempted from the statewide assessment instrument identified in the IEP*	General Education	Not applicable
		Special Education	19
TAC §74.44 and 74.54 **only** TAC §89.1070(b)(2)* 27 Tex Reg 3103	**Distinguished **** Completed the minimum curriculum and credit requirements for the Distinguished Achievement Program applicable to students in general education and *participated in or were exempted from the statewide assessment instrument identified in the IEP*	General Education	Not applicable
		Special Education	20
2001-2002 through 2013-2014 (TAC Chapter 74, Subchapter D, E, F, and G)			
TAC §74.42, 74.52 TAC §89.1070 (b)(2) 27 Tex Reg 3103	**Minimum** Completed the minimum *curriculum and credit* requirements for the Minimum High School Program applicable to students in general education and *participated in (or prior to 2007-2008 was exempted from) the statewide assessment instruments identified in the IEP.*	General Education	Not applicable
TAC §74.62, and 74.72 TAC §89.1070 (b)(2)		Special Education	18
2014 - 2015 and thereafter (TAC Chapter 74, Subchapter B) and prior school years for students who opted to graduate under the Foundation High School Program (TAC Chapter §74.1021.)			
TAC §74.12 TAC §89.1070(f)(2)	**Foundation** Completed the minimum curriculum and credit requirements for the Foundation High School Program applicable to students in general education and participated in (or prior to 2007-2008 was exempted from) the statewide assessment instruments identified in the IEP.	General Education	Not applicable
		Special Education	35

GRADUATION-TYPE-CODE Chart 2 Notes:

Chart 2 applies to students receiving special education services graduating under TAC §89.1070 (b)(2) (currently or previously in effect) for whom the required curriculum content was not modified or substituted AND the student participated in (or prior to 2007-2008 was exempted from) the statewide assessment instrument identified in the IEP.

Amendments to TAC §89.1070 adopted to be effective Nov. 11, 2007, require satisfactory performance on the statewide assessment for the recommended and distinguished achievement high school programs for all students entering the ninth grade in 2007-2008 and thereafter; therefore, graduation codes 19 and 20 may be used for students entering the grade 9 prior to the 2007-2008 school year only.

In the event that a student receiving special education services completes all of the requirements of the foundation, minimum, recommended, or distinguished program, including satisfactory performance on the standard assessments required for graduation, that student should be coded with one of the codes in Chart 1.
Instructional accommodations for students with disabilities that do not result in curricular content modifications do not impact graduation requirements. Examples of accommodations that do not impact the graduation plan include one-on-one instruction, small group instruction, multi-sensory approaches, extended time on projects, study guides, highlighted texts, programmed materials, preferential seating, immediate feedback, Braille, books on tape, screen

readers, the use of an interpreter or word processor, oral testing, un-timed testing, extended time to complete assignments, shortened tests, alternative evaluation strategies (draw a diagram, develop a model, perform the answer), etc. The use of these and other accommodations is allowed under all three graduation programs.

GRADUATION-TYPE-CODE Chart 3

Coding of students graduating under TAC §89.1070 with curriculum modifications according to an IEP.

Year Entering Grade 9 Curriculum Requirements in Effect During School Year	Minimum High School Program	Graduation Codes	
*The TAC §89.1070 in effect for students enrolled in Grade 9 prior to 2011-2012 is no longer available electronically via the TEA website, but may be accessed via the link provided to the Texas Register.			
Prior to 2011-2012: TAC §89.1070 (c)(2)(A)* 32 TexReg 8161	**Minimum** Completed minimum *credit* requirements of students without disabilities, the IEP, and *full-time employment with sufficient self-help skills to maintain employment without public school services*	General Education	Not applicable
2011-2012 and thereafter: TAC §89.1070(b)(3)(A)		Special Education	04
Prior to 2011-2012: TAC §89.1070 (c)(2)(B)* 32 TexReg 8161	**Minimum** Completed minimum *credit* requirements of students without disabilities, the IEP, and *demonstrated mastery of specific employability and self-help skills*	General Education	Not applicable
2011-2012 and thereafter: TAC §89.1070 (b)(3)(B)		Special Education	05
Prior to 2011-2012: TAC §89.1070 (c)(2)(C)* 32 TexReg 8161	**Minimum** Completed minimum *credit* requirements of students without disabilities, the IEP, and access to services, employment, or education outside of public education	General Education	Not applicable
2011-2012 and thereafter: TAC §89.1070 (b)(3)(C)		Special Education	06
Prior to 2011-2012: TAC §89.1070(d)* 32 TexReg 8161	**Minimum** Completed IEP and reached age 22	General Education	Not applicable
2011-2012 and thereafter: TAC §89.1070(f)(3)(D)		Special Education	07
Year Entering Grade 9 Curriculum Requirements in Effect During School Year	**Foundation High School Program**	**Graduation Codes**	
*The TAC §89.1070 in effect for students enrolled in Grade 9 prior to 2011-2012 is no longer available electronically via the TEA website, but may be accessed via the link provided to the Texas Register.			
2014-2015 and thereafter: TAC §89.1070(b)(2)(A)	**Foundation** Completed minimum *credit* requirements of students without disabilities, the IEP, and *full-time employment with sufficient self-help skills to maintain employment without public school services*	General Education	Not applicable
		Special Education	54
2014-2015 and thereafter: TAC §89.1070 (b)(2)(B)	**Foundation** Completed minimum *credit* requirements of students without disabilities, the IEP, and *demonstrated mastery of specific employability and self-help skills*	General Education	Not applicable
		Special Education	55
2014-2015 and thereafter: TAC §89.1070 (b)(2)(C)	**Foundation** Completed minimum *credit* requirements of students without disabilities, the IEP, and access to services, employment, or education outside of public education	General Education	Not applicable
		Special Education	56
2014-2015 and thereafter: TAC §89.1070(b)(2)(D)	**Foundation** Completed IEP and reached age 22	General Education	Not applicable
		Special Education	57

GRADUATION-TYPE-CODE Chart 3 Notes:

Chart 3 applies only to students for whom the required curriculum content was modified or substituted as required by the student's IEP. If content was not modified or substituted, refer to Charts 1 or 2.

The Minimum and Foundation High School Programs are the only graduation options for a student for whom the required curriculum content was modified or substituted as required by the student's IEP.

Instructional accommodations for students with disabilities that do not result in curricular content modifications do not impact graduation requirements. Examples of accommodations that do not impact the graduation plan include one-on- one instruction, small group instruction, multi-sensory approaches, extended time on projects, study guides, highlighted texts, programmed materials, preferential seating, immediate feedback, Braille, books on tape, screen readers, the use of an interpreter or word processor, oral testing, un-timed testing, extended time to complete assignments, shortened tests, alternative evaluation strategies (draw a diagram, develop a model, perform the answer), etc. The use of these and other accommodations is allowed under all three graduation programs.

Please note: Any student, including students receiving special education services, who meets any of the requirements above and is coded with any of the graduation codes in Chart 1, Chart 2, or Chart 3 is a Texas public school graduate and must be awarded a standard high school diploma.

INDIVIDUAL-GRADUATION-COMMITTEE-GRADUATE-CODE (E1562) indicates whether a student for whom an IGC was established has graduated based on an IGC decision.

Reporting Requirements

The StudentGraduationProgramExtension Complex Type is only submitted for PEIMS.

In Submission 1:

This StudentGraduationProgramExtension Complex Type identifies students who have graduated in the prior school year.

In Submission 3:

The StudentGraduationProgramExtension Complex Type identifies the intent of students enrolled in the Foundation High School Program by collecting the Participant Code, Distinguished Level of Achievement Indicator Code, and the Endorsement Indicator Codes.

If a student has attended multiple campuses within the same school district over the course of a school year, then the last campus should be the one that is reporting the StudentGraduationProgramExtension Complex Type.

FHSP-DISTING-LEVEL-ACHIEVE-INDICATOR-CODE (E1542)

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

The FHSP-DISTING-LEVEL-ACHIEVE-INDICATOR-CODE must be reported at the end of the school year for any student who has completed or is pursuing the Foundation High School Program. (Submission 3)

The FHSP-DISTING-LEVEL-ACHIEVE-INDICATOR-CODE must be reported in the fall submission (Submission 1) for students who graduated under the Foundation High School Program and have completed the Distinguished Level of Achievement for the Foundation High School Program. (Graduation Type Code 34)

**Endorsement Indicators Complex Type

The Endorsement Indicators Complex Type represents the recognized Endorsements for a particular Student Graduation Program; such as STEM endorsement, Business and Industry endorsement, Public Services endorsement, Arts and Humanities endorsement, and Multi-Disciplinary Studies endorsement for the Foundation High School Program.

STEM-ENDORSEMENT-INDICATOR-CODE (E1544) indicates whether a student is currently enrolled in (pursing) or has successfully completed a FHSP program to earn Science, Technology, Engineering, and Mathematics Endorsement.

The STEM-ENDORSEMENT-INDICATOR-CODE must be reported at the end of the school year (Submission 3) for any student who has completed or is pursuing the Foundation High School Program.

The STEM-ENDORSEMENT-INDICATOR-CODE must be reported in the fall submission (Submission 1) for students who graduated under the Foundation High School Program. (Graduation Type Code 34)

BUSINESS-AND-INDUSTRY-ENDORSEMENT-INDICATOR-CODE (E1545) indicates whether a student is currently enrolled in (pursing) or has successfully completed a FHSP program to earn a Business and Industry Endorsement.

The BUSINESS-AND-INDUSTRY-ENDORSEMENT-INDICATOR-CODE must be reported at the end of the school year (Submission 3) for any student who has completed or is pursuing the Foundation High School Program.

The BUSINESS-AND-INDUSTRY-ENDORSEMENT-INDICATOR-CODE must be reported in the fall submission (Submission 1) for students who graduated under the Foundation High School Program. (Graduation Type Code 34)

PUBLIC-SERVICES-ENDORSEMENT-INDICATOR-CODE (E1546) indicates whether a student is currently enrolled in (pursing) or has successfully completed a FHSP program to earn a Public Services Endorsement.

The PUBLIC-SERVICES-ENDORSEMENT-INDICATOR-CODE must be reported at the end of the school year (Submission 3) for any student who has completed or is pursuing the Foundation High School Program.

The PUBLIC-SERVICES-ENDORSEMENT-INDICATOR-CODE must be reported in the fall submission (Submission 1) for students who graduated under the Foundation High School Program. (Graduation Type Code 34)

ARTS-AND-HUMANITIES-ENDORSEMENT-INDICATOR-CODE (E1547) indicates whether a student is currently enrolled in (pursing) or has successfully completed a FHSP program to earn an Arts and Humanities Endorsement.