

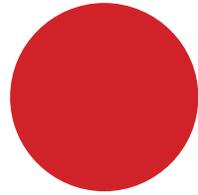
BOY PEIMS and Schedule Change Review Training

2025-2026
STUDENT INFORMATION SYSTEMS
AUGUST 29, 2025

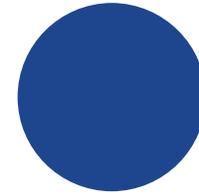




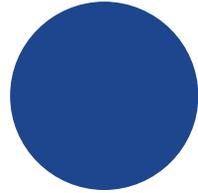
AGENDA



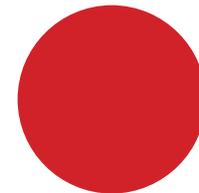
**INTRODUCTIONS &
ANNOUNCEMENTS**



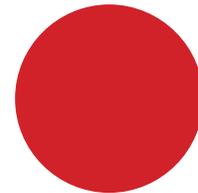
**TEXAS STATE SPECIFIC -
MEET**



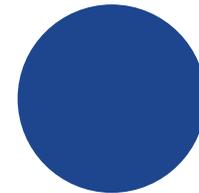
**SCHEDULE CHANGE
PROCEDURES**



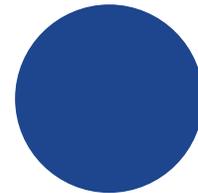
REPORTS



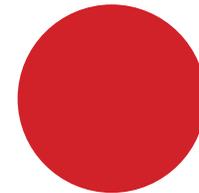
**TEACHER
TRANSACTIONS**



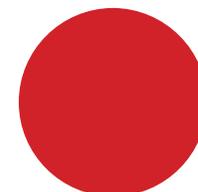
**GRADE REPORTING
TIMELINE**



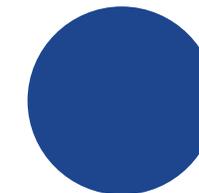
BOY PEIMS
• **FALL PEIMS
SNAPSHOT DATE**



A and A/B HONOR ROLL



**TEXAS STATE SPECIFIC -
SECTION**



QUESTIONS



Announcements

For courses to be added to your course master, please email sishelp@midlandisd.net and include the following information:

- Service ID/Course Number
- Course Length
- Credit
- GPA or Non-GPA
- Year the Course was taken



- SIS Website and Timeline
- 9th Grade Entry Dates have been entered.
 - In the future, students without 9th grade entry dates will need to be entered by data clerks



- For questions / issues regarding Skyward student, email sishelp@midlandisd.net
- for questions / issues regarding technical topics, email techhelp@midlandisd.net

SCHEDULE CHANGE PROCEDURES

- **Schedule Change Options**

- **Change Section**
- **Change Course (Replace)**
- **Drop Course**

- **Transaction Update Options**

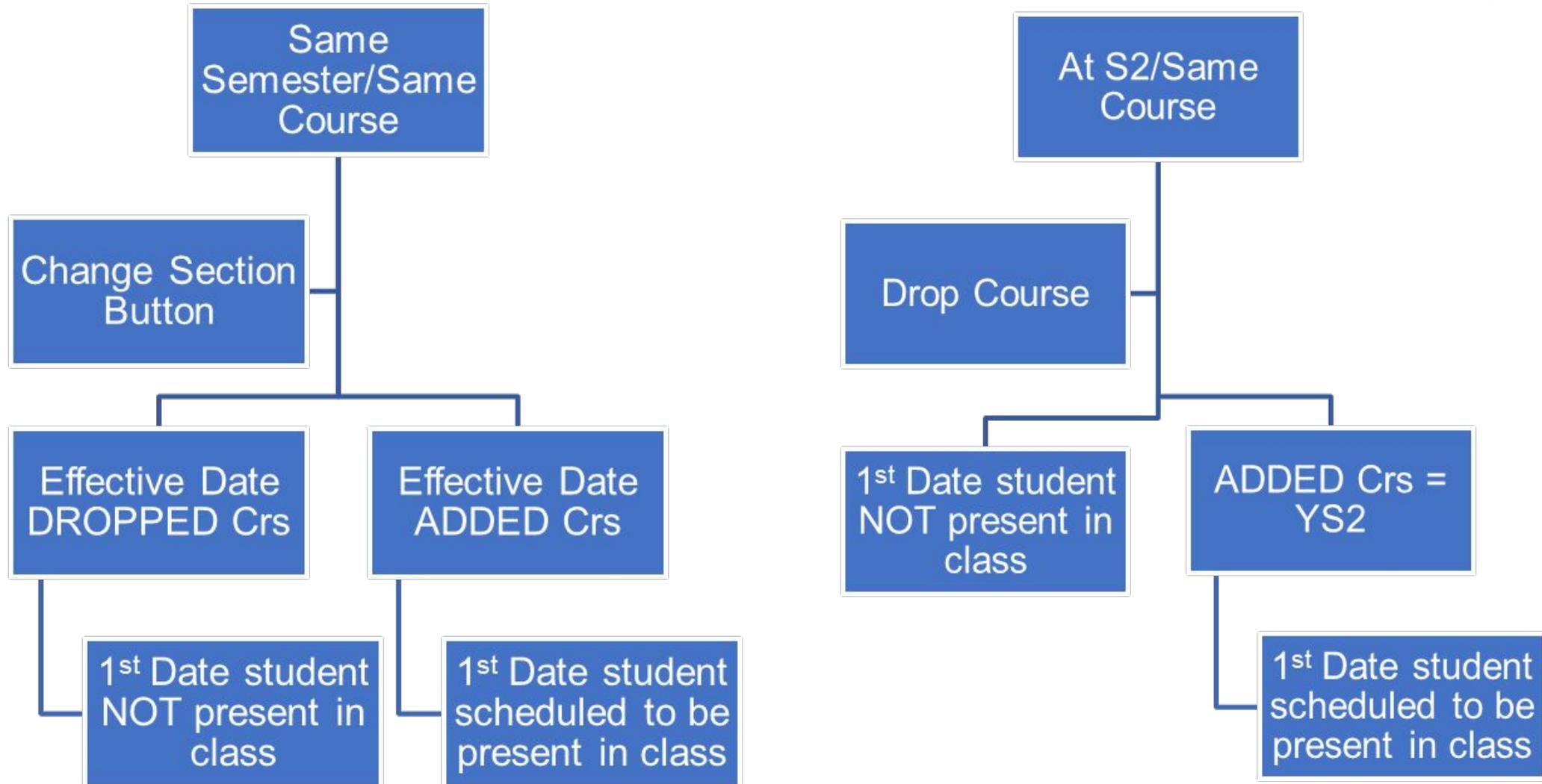
- **Add Date:** The first day in the class
- **Drop Date:** The first day no longer in the class

Mass Add/Change/Drop

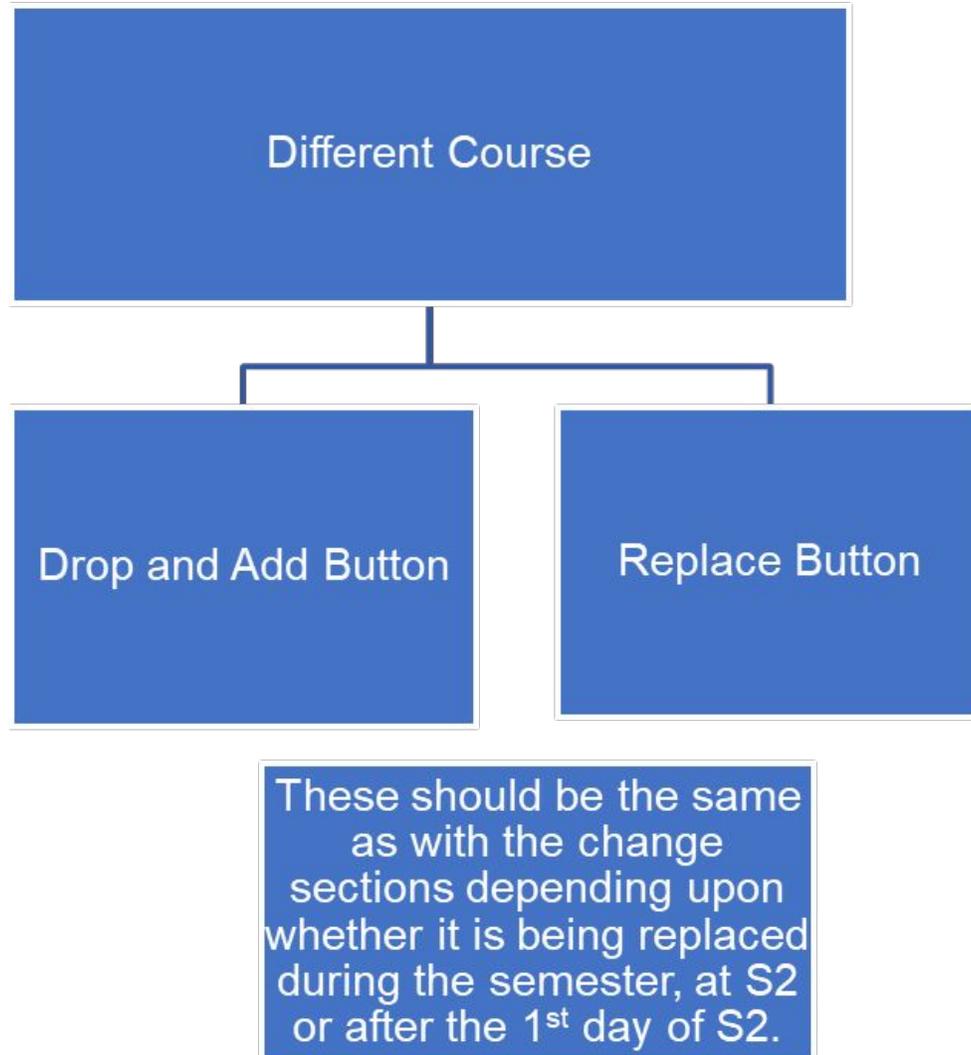
**Term Adjustments
No YS1**



Schedule Change Flowchart



Schedule Change Flowchart

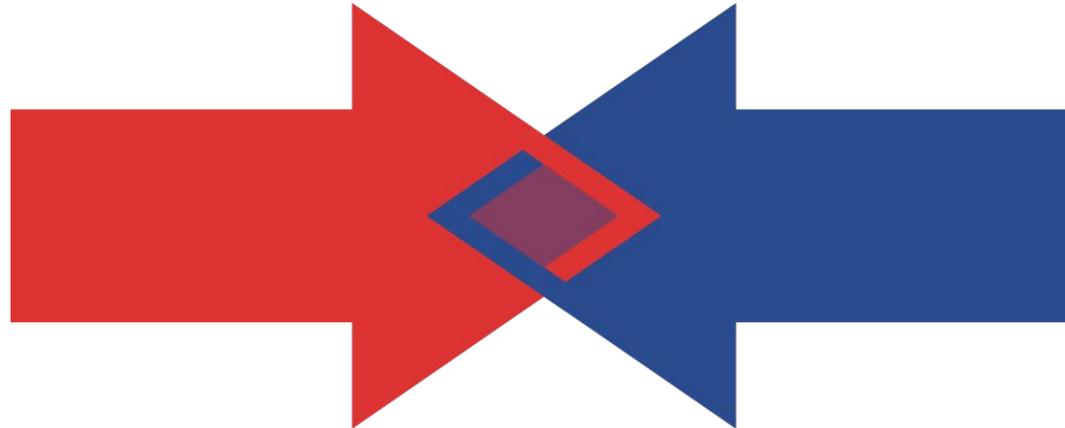


Drop and Add Button – Should be used whenever the student is moving to different courses.

Replace Button – Should only be used if the student was never in the original course. For example, a student was placed in a GPA – weighted course, but should have been placed in the non-GPA weighted course.

Transactions

- Student and teacher transactions should tell a story for them.
- You should not delete transactions unless you are specifically told to do so by SIS.
- It is important that the date for the first day that the teacher or student wasn't in the old classroom matches to the first day they were in the new classroom
- These dates are reported for PEIMS.



Fall PEIMS Snapshot - October 31, 2025

Information that is reported as it relates to course/section master and schedules:

Section Information

- Course Sequence
- Non-High School Course
- Exclude Report from PEIMS
- Class Type
- Population Served
- Non-Campus Based Instruction

Class Meet Information

- Teacher Information
 - If there is a vacancy, please put an admin in the class meet.

Courses students are enrolled in

- PE Instruction
- Class Minutes - Make sure that your Bell Schedule is up to date.

Student Schedules



Field Name	Description	Field Values																						
Course Sequence Codes	Identifies when a course is taught during a single grading period or semester or across multiple grading periods or semesters.	<ul style="list-style-type: none"> For a year-long course, enter '1' in the first field and '2' in the second field. For first half of a year-long course (i.e. A Plus courses), enter '1' in both fields. For second half of a year-long course (i.e. Semester 2 A Plus courses), enter '2' in both fields. For one semester course, enter '0' in both fields. 																						
Non-High School Course	Identifies non-high school courses.	Junior High campuses must check all sections, except for high school credit courses.																						
Exclude record from PEIMS	Only check if the section should be excluded from PEIMS reporting.	Contact the SIS department before selecting this box.																						
Distance Learning		Leave '00'.																						
Class Type	Identifies the type of class providing instruction to students.	<ul style="list-style-type: none"> 01 – Regular 02 – Non-Regular <ul style="list-style-type: none"> Alternative Education School for Discipline (MAP and Culver) Non-Disciplinary Alternative Education (Coleman) Special Education Setting (if the class is only self-contained special education students) 																						
Population Served	This code is determined by who the class is defined for. For example, if you have special education and regular students in the same class, 01 (regular) would be the population served since the class is not designed specifically for special education students.	<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>01</td><td>REGULAR STUDENTS</td></tr> <tr><td>02</td><td>BILINGUAL STUDENTS</td></tr> <tr><td>03</td><td>COMPENSATORY/REMEDIAL STUDENTS</td></tr> <tr><td>04</td><td>GIFTED AND TALENTED STUDENTS</td></tr> <tr><td>05</td><td>CAREER AND TECHNICAL STUDENTS</td></tr> <tr><td>06</td><td>SPECIAL EDUCATION STUDENTS</td></tr> <tr><td>07</td><td>ESL STUDENTS</td></tr> <tr><td>08</td><td>ADULT BASIC EDUCATION STUDENTS</td></tr> <tr><td>09</td><td>HONORS STUDENTS</td></tr> <tr><td>10</td><td>MIGRANT STUDENTS</td></tr> </tbody> </table>	Code	Description	01	REGULAR STUDENTS	02	BILINGUAL STUDENTS	03	COMPENSATORY/REMEDIAL STUDENTS	04	GIFTED AND TALENTED STUDENTS	05	CAREER AND TECHNICAL STUDENTS	06	SPECIAL EDUCATION STUDENTS	07	ESL STUDENTS	08	ADULT BASIC EDUCATION STUDENTS	09	HONORS STUDENTS	10	MIGRANT STUDENTS
Code	Description																							
01	REGULAR STUDENTS																							
02	BILINGUAL STUDENTS																							
03	COMPENSATORY/REMEDIAL STUDENTS																							
04	GIFTED AND TALENTED STUDENTS																							
05	CAREER AND TECHNICAL STUDENTS																							
06	SPECIAL EDUCATION STUDENTS																							
07	ESL STUDENTS																							
08	ADULT BASIC EDUCATION STUDENTS																							
09	HONORS STUDENTS																							
10	MIGRANT STUDENTS																							
Non Campus Based Instruction	Indicates how the class was offered.	<ul style="list-style-type: none"> 01 – College Campus Based, this class takes place at a college campus (Add a blank meet for current year) 02 – A Plus Lab or Correspondence 08 – Credit by Exam (CBE) 10 – Off Campus PE (9th – 12th) 11 - Optional Flexible School Day Online Dropout Recovery Program (CHS only) 99 – Off Campus PE (7th – 8th) 																						

Section Master - Texas State Specific

Section Master - Texas State Specific (Meet)



Field Name	Description	Field Values
Classroom Position	Indicates the type of position the staff member holds in the specific class.	<ul style="list-style-type: none">• 01 – Teacher of Record indicates that the teacher is responsible for the classroom, making the final decisions about the instruction delivered and the final outcomes for the students assigned to the class.• 02 - Assistant Teacher indicates that the teacher is assigned to the class and works with the Teacher of Record providing instruction and/or other instructional services to the students in the class. For MISD this also includes CIF's that provide instruction, however they will be excluded from PEIMS.• 03 - Support Teacher indicates that the teacher provides specialized services on a regular or irregular basis to students in the class.
Exclude record from PEIMS	Only check if the meet (teacher) should be excluded from PEIMS reporting.	Contact the SIS department before selecting this box.

**Please remember:
The term “CIF”
will no longer be
used. These staff
members will now
be called Associate
Teachers.**

Example of PK ADA Regular classes.



Texas State Specific

Course Sequence Codes:

Non-High School Course

Exclude record from PEIMS

TSDS Homeroom

* Distance Learning: 00 ▼ NO DISTANCE LEARNING

Class Type: 01 ▼ REGULAR

* Population Served: 03 ▼ COMPENSATORY/REMEDIAL STUDENTS

Non Campus Based Instruction: 00 ▼ NOT APPLICABLE

PK Curriculum: 24 ▼ Savvas Learning Company: Three Cheers for

High Quality PK Program: 1 ▼ PART. IN PRGM. SITUATION APPLY

HQ PK Program Type: 99 ▼ Other

PK School Type: 02 ▼ Public Pre-K

Student Instruction: 01 ▼ Full Day

Example of KG ELAR or SLAR classes.



Texas State Specific		
Course Sequence Codes:	<input type="text" value="1"/>	<input type="text" value="2"/>
	<input checked="" type="checkbox"/>	Non-High School Course
	<input type="checkbox"/>	Exclude record from PEIMS
	<input checked="" type="checkbox"/>	TSDS Homeroom
* <u>Distance Learning:</u>	00	▼ NO DISTANCE LEARNING
<u>Class Type:</u>	01	▼ REGULAR
* <u>Population Served:</u>	01	▼ REGULAR STUDENTS
<u>Non Campus Based Instruction:</u>	00	▼ NOT APPLICABLE

Example of 1st-6th grade Regular classroom section.



Texas State Specific		
Course Sequence Codes:	<input type="text" value="1"/>	<input type="text" value="2"/>
	<input checked="" type="checkbox"/>	Non-High School Course
	<input type="checkbox"/>	Exclude record from PEIMS
	<input type="checkbox"/>	TSDS Homeroom
* <u>Distance Learning:</u>	00	▼ NO DISTANCE LEARNING
<u>Class Type:</u>	01	▼ REGULAR
* <u>Population Served:</u>	01	▼ REGULAR STUDENTS
<u>Non Campus Based Instruction:</u>	00	▼ NOT APPLICABLE

Example of a Teacher of Record PE and Assistant PE Teacher class meets.



Start and Stop Terms
 * Display Term Start: 01 * Stop: 06 * Scheduling Term Start: 01 * Stop: 06

Meet Pattern

* Display Period: 02 Display: M T W R F S
 * Scheduling Period: 02 Scheduling: M T W R F S
 * Attendance Period: 02 Attendance: M T W R F S

Lunch Code
 None Group A Group B Group C Group D Group E Group F

Building: 101 ▼ BONHAM ELEMENTARY
 * Room: 999 ▼ 999 Type: Usage: 622/0
 Teacher: VILLARI006 ▼ VILLARREAL ERIN Combined Room Usage: Term Error

Teacher Type Display This Class Meet On Student Schedules
 Primary Alternate Allow Access to EA+
 Allow Access to Gradebook

Class Meet Type
 Instructional Lunch Recess Study Hall Other

Texas State Specific:

* Classroom Position: 01 ▼ Teacher of Record
 Monthly Minutes Override: 00585
 Physical Education Instruction

	Days	Minutes
Week 1:	3	135
Week 2:	3	135
Week 3:	3	135
Week 4:	4	180

Exclude record from PEIMS
 ADSY Program

STAAR 3-8 Subject (Paper): (No Subjects Selected)
 STAAR 3-8 Subject (Online): (No Subjects Selected)

Start and Stop Terms
 * Display Term Start: 01 * Stop: 06 * Scheduling Term Start: 01 * Stop: 06

Meet Pattern

* Display Period: 02 Display: M T W R F S
 * Scheduling Period: 02 Scheduling: M T W R F S
 * Attendance Period: 02 Attendance: M T W R F S

Lunch Code
 None Group A Group B Group C Group D Group E Group F

Building: 101 ▼ BONHAM ELEMENTARY
 * Room: 999 ▼ 999 Type: Usage: 622/0
 Teacher: HARRICHE000 ▼ HARRIS CHERIE Combined Room Usage: Term Error

Teacher Type Display This Class Meet On Student Schedules
 Primary Alternate Allow Access to EA+
 Allow Access to Gradebook

Class Meet Type
 Instructional Lunch Recess Study Hall Other

Texas State Specific:

* Classroom Position: 02 ▼ Assistant Teacher
 Monthly Minutes Override: 00585
 Physical Education Instruction

	Days	Minutes
Week 1:	0	0
Week 2:	0	0
Week 3:	0	0
Week 4:	0	0

Exclude record from PEIMS
 ADSY Program

STAAR 3-8 Subject (Paper): (No Subjects Selected)
 STAAR 3-8 Subject (Online): (No Subjects Selected)

Example of a PK Classroom Aide class meet.



Start and Stop Terms
* Display Term Start: * Stop: * Scheduling Term Start: * Stop:

Meet Pattern

* Display Period:
* Scheduling Period:
* Attendance Period:

M T W R F S
Display:
Scheduling:
Attendance:

Lunch Code
 None Group A Group B Group C Group D Group E Group F

Building:
* Room: Type: Usage:
Teacher: Combined Room Usage: Term Error

Teacher Type Display This Class Meet On Student Schedules
 Primary Alternate Allow Access to EA+
 Allow Access to Gradebook

Class Meet Type
 Instructional Lunch Recess Study Hall Other

Texas State Specific:

* Classroom Position:
Monthly Minutes Override:

Physical Education Instruction

	Days	Minutes
Week 1:	<input type="text" value="0"/>	<input type="text" value="0"/>
Week 2:	<input type="text" value="0"/>	<input type="text" value="0"/>
Week 3:	<input type="text" value="0"/>	<input type="text" value="0"/>
Week 4:	<input type="text" value="0"/>	<input type="text" value="0"/>

Exclude record from PEIMS
 ADSY Program

STAAR 3-8 Subject (Paper): (No Subjects Selected)
STAAR 3-8 Subject (Online): (No Subjects Selected)

Skyward Reports

Class Roster Report

Office > Current Scheduling > Reports

The Class Roster Report generates a list of student names and can include certain student demographic information such as date of birth, address, and home phone. This report can be generated for a single section, for several sections of different courses, or for a range of sections. The contents of the report are determined by the choices you make in the Roster Options, Items to Print, Formatting and Student Ranges areas of the report template.

Student Schedules

Office > Current Scheduling > Reports

The Student Schedules Report generates a student's schedule. The report can be run for a single student, several students or a range of students.

Teacher Schedules Report

Office > Current Scheduling > Reports

The Teacher Schedules Report generates a matrix view by period of a teacher's assigned sections. You can also use the report to:

- **Identify teachers** without scheduled classes (select Print Teachers Without Scheduled Classes). Identify staff **who are assigned** scheduled classes but who are not flagged as teachers in the staff table (select Print Staff Members Not Flagged as a Teacher Assigned to a Class). Print period times on this report.

Current Scheduling Reports for Elementary Campuses

Reports Manager

Schedule Reports

These reports will ensure that all students are in 7 or more classes, as well as if they are missing a homeroom code under Entity info.

- [Skyward Report Manager>Skyward Student>Scheduling-Current>Students Reports>Elementary Stu Missing 1 or More Courses](#)
- [Skyward Report Manager>Skyward Student>Scheduling-Current>Students Reports>Students Missing A CY Homeroom Code](#)

Honor Roll Reports

- **FEDERAL STATE REPORTING > REPORTS > TEXAS HONOR ROLL**

- **A HONOR ROLL**

- **A/B HONOR ROLL**

The screenshot shows the Skyward Reports interface. The left sidebar contains a tree view of report categories: Attendance - AT, Grading - GR, Scheduling - SC, and Special Education - SP. The main content area displays the 'Texas Honor Roll' report configuration page. It includes a table of 'Texas Honor Roll Templates' with columns for Template Type, Description, and Created By. The table lists 15 templates, with the first one selected. To the right of the table are buttons for 'Print', 'Processing List', 'Add', 'View', 'Clone', 'Delete', 'Scheduled Tasks (0)', 'Monitoring Tasks (0)', and 'Back'.

Template Type	Description	Created By
1) 2) Entity	23	KOTHMANN, KATHRYN S.
2) 2) Entity	Honor Roll	KOTHMANN, KATHRYN S.
3) 2) Entity	SIS - A HONOR ROLL RPT C1	ELEM, SIS
4) 2) Entity	SIS - A HONOR ROLL RPT C2	ELEM, SIS
5) 2) Entity	SIS - A HONOR ROLL RPT C3	ELEM, SIS
6) 2) Entity	SIS - A HONOR ROLL RPT C4	ELEM, SIS
7) 2) Entity	SIS - A HONOR ROLL RPT C5	ELEM, SIS
8) 2) Entity	SIS - A HONOR ROLL RPT C6	ELEM, SIS
9) 2) Entity	SIS - A HONOR ROLL RPT S1	ELEM, SIS
10) 2) Entity	SIS - A/B HONOR ROLL RPT C1	ELEM, SIS
11) 2) Entity	SIS - A/B HONOR ROLL RPT C2	ELEM, SIS
12) 2) Entity	SIS - A/B HONOR ROLL RPT C3	ELEM, SIS
13) 2) Entity	SIS - A/B HONOR ROLL RPT C4	ELEM, SIS
14) 2) Entity	SIS - A/B HONOR ROLL RPT C5	ELEM, SIS
15) 2) Entity	SIS - A/B HONOR ROLL RPT C6	ELEM, SIS

Skyward Report Manager



Required to be on MISD Network to access [Skyward Report Manager](#)

The screenshot shows the Skyward Report Manager interface. At the top, a black navigation bar contains a bar chart icon, the text 'Midland ISD SQL Server Reporting Services', a gear icon, a download icon, a question mark icon, and the user name 'Erin Villarreal'. Below this is a browser-style address bar with '★ Favorites', 'Browse', and a search field. The main content area is titled 'SCHEDULING - CURRENT' and includes a breadcrumb trail: 'Home > SKYWARD-STUDENT > SCHEDULING - CURRENT'. Under the heading 'FOLDERS (2)', there are two folder icons: 'MASTER SCHEDULE REPORTS' and 'STUDENT REPORTS'. Below that, under 'PAGINATED REPORTS (7)', there are seven report cards, each with a bar chart icon and a title: 'ELEMENTARY CLASS COUNTS BY TEACHER AND PERIOD', 'ELEMENTARY CLASS ROSTERS BY SPECIFIED DATE', 'ELEMENTARY MOA CLASS ROSTERS BY SPECIFIED DATE', 'ELEMENTARY MOA COUNTS BY COURSE AND SPECIFIED DATE', 'ELEMENTARY MOA COUNTS BY SPECIFIED DATE', 'SECONDARY CLASS ROSTERS BY COURSE', and 'SECONDARY COURSE ENROLLMENT COUNTS'. Each report card has a three-dot menu icon in the top right corner.

2025-2026
MISD GRADE REPORTING TIMELINE
I (DATES & TIMES ARE SUBJECT TO CHANGE)



SEMESTER ONE

CYCLE 1: AUG. 19 TH – SEPT. 19 TH	CAMPUS PROCEDURES AND SIS PROCESS
Tues. Aug. 19 th – Thurs. Sept. 18 th	<ul style="list-style-type: none"> ▪ Campus must run the following reports to monitor grades in the teacher’s gradebook: <ol style="list-style-type: none"> 1. Skyward > Office > Grading > Reports > Grading and Attendance Analysis > Template: SIS-MISSING CY 1 GRADE 2. Skyward > Office > Grading > Reports > Grading and Attendance Analysis > Template: SIS-CY1 Prelim Failure Report 3. Skyward Report Manager > Skyward Student > Grade Reporting > TEACHER GRADEBOOK ASSIGNMENTS
Fri. Sept. 5 th	<ul style="list-style-type: none"> ▪ End of 3rd week cycle.
Thur. Sept. 4 th – Mon. Sept. 8 th	<ul style="list-style-type: none"> ▪ Auto-posting window is open for PR1. ▪ Campus must run the following report to monitor grades on the Student Profile > Grades tab: <ol style="list-style-type: none"> 1. Skyward > Office > Grading > Reports > Selected Grades > Template: SIS – BLANK, I & NG GRADES PR1
Mon. Sept. 8 th @ 12 p.m. From 12 p.m. – 2 p.m. by 2 p.m. @ 2 p.m.	<ul style="list-style-type: none"> ▪ Auto-posting window closes for PR1 and the teacher’s gradebook progress report grades will post in Skyward. ▪ Campus must run the following report to monitor grades on the Student Profile > Grades tab: <ol style="list-style-type: none"> 1. Skyward > Office > Grading > Reports > Selected Grades > Template: SIS – BLANK, I & NG GRADES PR1 ▪ Teachers need to submit the Teacher Request for grade changes to PR1 posted grades if needed. ▪ Campus must review and approve any pending teacher Grade Change Requests in Skyward ▪ SIS will submit IPR’s.
Tues. Sept. 9 th	<ul style="list-style-type: none"> ▪ SIS will save the following IPR report in your school’s admPEIMS_Im drive>Report Cards>2025-2026 folder: <ol style="list-style-type: none"> 1. S1C1 IPR
Fri. Sept. 19 th	<ul style="list-style-type: none"> ▪ End of the 1st six weeks.
Thur. Sept. 18 th – Mon. Sept. 22 nd	<ul style="list-style-type: none"> ▪ No Course Changes during these dates! Auto-posting window is open. ▪ Campus must run the following report to monitor grades on the Student Profile>Grades tab: <ol style="list-style-type: none"> 1. Report Manager > Skyward-Student > Grade Reporting: GRADE DIFFERENCES BY TEACHER - CYCLE
Mon. Sept. 22 nd @ 12 p.m. From 12-2 p.m. by 2 p.m. @ 2 p.m.	<ul style="list-style-type: none"> ▪ Auto-posting window closes for CY1 and the teacher’s gradebook grades will post in Skyward. ▪ Campus must run the following report to monitor grades on the Student Profile > Grades tab: <ol style="list-style-type: none"> 1. Skyward Report Manager > Grade Reporting: GRADE DIFFERENCES BY TEACHER - CYCLE ▪ Teachers need to submit the Teacher Request for grade changes to CY1 posted grades if needed. ▪ Campus must review and approve any pending teacher Grade Change Requests in Skyward. ▪ Campus can run the following report to identify students with failing grades: <ol style="list-style-type: none"> 1. Skyward > Office > Grading > Reports > Selected Grades > Template: SIS – FAILING GRDS CY1 ▪ SIS will submit Report Cards and post to Family Access.
Tues. Sept. 23 rd	<ul style="list-style-type: none"> ▪ SIS will save the following Report Card report in your school’s admPEIMS_Im drive>Report Cards>2025-2026 folder: <ol style="list-style-type: none"> 1. S1C1 RC

Grade Reporting Timeline

QUESTIONS

sishelp@midlandisd.net



SIS CONTACTS

David Wagner
Student Information Systems Analyst
David.wagner@midlandisd.net
432-240-1254

Elda Baeza
Student Information Systems Analyst
Elda.baeza@midlandisd.net
432-240-1295

Adrian Garcia
Director or Student Information Systems
Adrian.Gracia@midlandisd.net
432-240-1255

Housekeeping Items.....



1

- **Transfer grades/credits**
 - **Data clerk responsibility**

3

- **Career Plans/Endorsements**

2

All students participating in the FHSP must have an endorsement (even if they are only enrolled for one day)

4

- **9th Grade Entry Date**
 - **SIS will update for the freshman campus and ECHS within the first two weeks of school.**
 - **Counselors will provide the students 9th grade to data clerks/registrars to update for all other students.**