



## To the Administrator Addressed

Commissioner Mike Morath

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<b>DATE:</b>	<b>September 2, 2021</b>
<b>SUBJECT:</b>	<b>SY 2021-2022 Enrollment Tracking Reporting Guidance</b>
<b>CATEGORY:</b>	<b>Data Reporting</b>
<b>NEXT STEPS:</b>	<b>TSDS PEIMS Coordinators</b>

In order to inform policy makers and provide 2021-2022 enrollment numbers to the Department of State Health Services (DSHS), local educational agencies (LEAs) will need to ensure Enrollment Tracking data is submitted by the September 10, 2021, deadline and that updates continue to be submitted throughout the school year.

This year, in addition to using Enrollment Tracking data for leaver recovery purposes, the data will be used to inform stakeholders of current enrollment numbers for each LEA and statewide.

### Important Reminders:

- Enrollment event files should be submitted each week that an LEA is in session based on the local instructional calendar when there is any enrollment or withdrawal activity.
- At the beginning of each school year, a cumulative enrollment event file will be loaded. This file must be submitted by **September 10, 2021**, and contain all students enrolled as of the first day of school.
- After the initial cumulative file is loaded, LEAs should continue to submit a file each week that includes the enrollment and withdrawal events with event dates since the last enrollment event file was successfully loaded and processed into the Unique ID system.

Please submit questions regarding the Enrollment Tracking data reporting requirements to the TSDS Incident Management System (TIMS), which is available within the TSDS portal.