TSDS PEIMS Collection 1
Fall Submission
2018-2019

PEIMS data consists of five categories: Education Organization, Finance, Staff, Student, and Campus Course Section. The PEIMS data files will be processed through the TSDS Data Validation Tool in the TSDS PEIMS Data Mart. All fatal errors that are identified must be corrected before the TEA will accept a LEA or ESC's PEIMS data. Special warning and warning edits must be reviewed for data accuracy by the appropriate LEA and ESC staff before the data is approved by the same.

The PEIMS Collection 1 Submission includes three key forms of data:

- 2017-2018 Leaver Data which includes students who left anytime prior to the 2018-2019 school year and does not return to a Texas Public School or the campus does not receive acceptable documentation outlined with the Texas Student Data Standards showing that the student's educational needs are being served outside of the Texas Education System.
- 2018-2019 Snapshot Data is the enrollment, identification, and services of students on the last Friday of October. Students who withdraw from the LEA prior to the snapshot day or enroll after the snapshot day are not included in this submission. **It's important to recognize that corrections to data can be made after snapshot day if the student was served, and legal processes were followed prior to snapshot. Data corrections can take place up to the completion of the TSDS Collection 1 Submission to the Texas Education Agency. Once the TSDS Collection 1 Submission is completed, data is considered final and cannot be changed. If data is found to be incorrect through TSDS report review, a resubmission can be completed prior to the resubmission deadline designated by the Texas Education Agency.**
- 2018-2019 budget that was approved and adopted by the LEA board.

List of Complex Types

To better understand what is being submitted during the TSDS PEIMS Collection 1 Submission, the following complex types are outlined within the Texas Education Data Standards.

The following chart provides an alphabetical list of the complex types and displays the collection for which the data is used. (TEDS 2019.2.0, Section 2.0, page 8)

- Budget Extension
- Career and Technical Education Course Extension
- Contracted Instruction Staff FTE Extension
- Course
- Education Organization
- Education Service Center
- Local Education Agency Extension
- Payroll Extension
- School Extension

- School Leaver Extension
- SSA Org Association Extension
- Staff Education Org Assignment Association Extension
- Staff Extension
- Staff Responsibility Extension
- Student CTE Program Association Extension
- Student Extension
- Student Graduation Program Extension
- Student Program Extension
- Student School Association Extension
- Student Title I Part A Program Association Extension

Accountability and Report Review

All information reported for the TSDS Collection 1 Submission is pulled directly from the LEA's Student Management Software. Correct documentation and provided services are null and void if the correct data is not submitted which may trigger an audit or failed accountability ratings.

Prior to the snapshot date, program overseers are expected to pull their respective reports from their Student Management System and verify accuracy. The report should include:

- Name of program being verified
- Name of students being served
- Grade level of students
- Student identification number (TSDS or Social Security Number)
- Entry date of students to the program (if applicable)
- Specific program identifiers (if applicable)

Each report is to be signed and dated by the program manager and submitted to the PEIMS Coordinator or individual in charge of submitting the TSDS PEIMS Collection 1 Submission.

If during the submission process, it is determined that the data is incorrect in the system, the PEIMS Coordinator will reference the reconciled reports and make corrections as appropriate. If the data must be changed, the program overseer will notate and sign the report to verify changes.

PEIMS Checklists

Below is a summary of data reported in the TSDS PEIMS Collection 1 Submission. The purpose of this checklist is to aide key leaders and decision makers in the overview of reported data and to insure its accuracy. The organization of this checklist is based on the services provided and traditional oversight of those services. Program designees should view this list as a team effort as there are multiple areas of accountability where a single data source is reported across multiple programs.

Additionally, please be advised that several codes designated as "Indicator" or "Indicator Code" is a "yes/no" identification code. Some of these codes will require additional information like entry dates and program specific designations. However, many indicator codes are only a "yes/no" identification with no additional reporting requirements. Examples include: Gifted and Talented, At-Risk, and Homeless. For this reason, it's important to closely review the data within the reports pulled from the LEA's adopted Student Management Software.

District (CFO / Business Manager)
- ☐ Shared Service Agreements
- ☐ Budget Information for 2018-2019
  - o Fund Code
  - o Function Code
  - o Object Code
  - o Organization Code
  - o Program Intent Code
  - o Budget Amount

Staff (Human Resource Director / Payroll)
- ☐ Texas Unique ID Assignment
- ☐ Social Security Number
- ☐ Complete First Name, Middle Name, Last Name, and Birthday that it matches Tx Unique ID system
- ☐ Correct Ethnicity and Race Code
- ☐ Service ID
- ☐ Staff Role ID
- ☐ Population Served
- ☐ Monthly Minutes
- ☐ Contracted Instructional Staff (Payroll)
- ☐ Payroll Activity Code (Payroll)
- ☐ Organization Code (Payroll)

- ☐ Fund Code (Payroll)
- ☐ Function Code (Payroll)
- ☐ Object Code (Payroll)

Campus: Students (Principal / Assistant Principal)

- ☐ Entry of Texas Unique ID number
- ☐ Entry of Social Security Number or State Identification Number
- ☐ Correct Campus ID of Enrollment
- ☐ Correct Entry Date
- ☐ Correct Student Attribution Code (Charter Schools or ISD Transfer Students)
- ☐ Campus ID of Residence (Charter School Students or ISD Transfer Students)
- ☐ Campus ID of Accountability (JJAEP and DAEP ONLY)
- ☐ Armed Services Indicator (Opportunity for Grades 10-12 to take ASVAB)
- ☐ National School Lunch Program (NSLP) Participation Status
- ☐ Correct ADA eligibility code for enrolled students
- ☐ Pre-K Students enrolled with ADA of "2- Eligible Half Day" or "5-Ineligible Half Day"
- ☐ Student Ethnicity and Race designation
- ☐ Home Language Coding
- ☐ Star of Texas Identification Coded (if applicable)
- ☐ Early Reading Indicator
  - o Based on BOY assessment results for 2018-2019

Courses & Master Schedule (Principal)

- ☐ Course Service ID
- ☐ Grade Level(s)
- ☐ Teacher of Record

Student Leavers: 2017-2018 Students (Principal)

- ☐ Leaver Reason Code (Confirm Documentation)
- ☐ Military Enlistment Indicator (if applicable)
- ☐ Date of Graduation (Confirm Documentation)
- ☐ Graduating Student Endorsement Indicators
- ☐ Post-Secondary Certification (if applicable)

Calendars (Principal)

- ☐ Shows minimum of 75,600 minutes
- ☐ Correct designation of days (holidays, staff, weather makeup days, shortened days)

Special Program Identification Reports (Principal / Special Program Coordinators)

- ☐ Title I
- ☐ Section 504 Indicator
- ☐ Migrant Education
- ☐ Immigrant Status
- ☐ LEP Indicator Code
  - o Parent Permission
  - o Date services began
  - o Bilingual Program Type Code
- ☐ At-Risk Indicator
- ☐ Homeless / McKinney Vento Status
- ☐ SSI Promotion / Retention Code
- ☐ Unaccompanied Youth Status
- ☐ Unschooled – Asylee/Refugee designation
- ☐ Dyslexia
- ☐ T-STEM
- ☐ ECHS Indicator
- ☐ P-Tech Indicator (if applicable)
- ☐ Economically Disadvantage / Free or Reduced Lunch Designation
  - o If participating in and receiving funds for the National School Lunch Program (NSLP), eligible students should be coded with a '1' or '2'.
  - o Schools not receiving NSLP funds should code economically disadvantage students with a '99'
  - o All other students who do no qualify are coded with a '0'
- ☐ Career and Technical Education Indicator
- ☐ Gifted and Talented Indicator
- ☐ Pregnancy Related Services

Special Education (Principal / Special Education Coordinator)

- ☐ Special Education
  - o Primary, Secondary, Tertiary, Disability
  - o Date services began and/or ended
  - o All eligible Pre-K students marked for PPCD
  - o Child Count Funding Code

Recommended Reports to Review

Program designees typically have favorite software reports they use to review program data. The following reports need to be reviewed and verified as part of the verification process for the TSDS PEIMS Collection 1 Submission.

Student Level Reports

Information / Report	Skyward
504 Students	WS\SS\SC\RE\SE
Asylee/Refugee	WS\SR\TX\RE\OT\OS
At-Risk Students	WS\SR\TX\RE\OT\OS
Campus Summary Report	WS\SR\TX\RE\AT\CH
Career and Technology Audit	WS\SR\TX\RE\AT\RP
Course Verification Listing	WS\OF\CS\BC\RE\CR
CTE	WS\SR \TX\RE\OT\CF
District Master Course List	WS\OF\CS\BC\RE\CR
Dyslexia Students	WS\SR\TX\PE\PP\ER
Early Reading Indicator	WS\SR\TX\PE\PP\UR
ECHS Indicator	WS\SR\TX\PE\PP\UR
Economically Disadvantage	WS\SR\TX\RE\OT\OS
Enrollment by District of Residence	WS\SR\TX\PE\PP\DR
Foster Care	WS\SR\TX\RE\OT\OS
Free/Reduced Lunch Program	WS\SR\TX\RE\OT\OS
Gifted and Talented	WS\SR\TX\PE\PP\ER
Homeless	WS\SR\TX\RE\OT\OS
Immigrant	WS\SR\TX\RE\OT\OS
Leaver Tracking Report	WS\ST\RE\EW\EW
LEP/Bil/ESL	WS\SR\TX\RE\OT\OS
Migrant	WS\SR\TX\RE\OT\OS
Military Connected	WS\SR\TX\RE\OT\OS
PK/Elementary Student	WS\SR\TX\RE\OT\PK
P-Tech	WS\SR\TX\PE\PP\UR
SSI	WS\SR\TX\PE\PP\ER
Star of Texas	WS\SR\TX\PE\PP\UR
Student At-Risk Listing	WS\SR\TX\RE\OT\OS
Student Detail Report	WS\SR\TX\RE\AT\DR
Student No-Show Report	Data Mining
Superintendent Summary Report	WS\SR\TX\RE\AT\CH
Teaching / Course Assignments	WS\OF\CS\BC\RE\BS
Title I	WS\SR\TX\RE\OT\TI
Unaccompanied Youth	WS\SR\TX\PE\PP\PR

Post Snapshot Report / TSDS Reports

After the official snapshot day, submission of TSDS PEIMS data will be submitted through the TSDS interchanges. Initial submissions will likely result in several errors including Fatal Errors, Special Warnings, and Warnings. If required, reports of initial errors will be presented to and addressed by program designees. Once Fatal Errors are rectified, TSDS Reports will be pulled and presented to District Administration, Campus Administration, and Program Designees to be reviewed for data quality and accuracy.

Once the TSDS PEIMS data is marked as "Complete," program officials will be presented with official TSDS reports for review. Upon review, a determination will be made whether the data is correct and accurate or if the LEA needs to complete a resubmission.