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| Duncanville ISD**PEIMS 2018-2019** **STUDENT DATA GUIDE**Updated: 9/17/18This guide is intended to assist district personnel responsible for student PEIMS data. For questions concerning PEIMS Data, please contact the PEIMS department.Stephanie Farmer, PEIMS Data Quality Specialist: x2059Gavin Dickson, Data Quality Specialist: x2057Naomi Davis, Data Quality Specialist: x2057Lisa Felton, PEIMS Specialist: x2043Marisol Munoz, PEIMS Specialist: x2044 |

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# PEIMS

## What is PEIMS?

The Public Education Information Management System (PEIMS) encompasses all data requested and received by TEA about public education, including student demographic and academic performance, personnel, financial, and organizational information.

## Who Uses the PEIMS Data?

* Legislators
* Legislative Education Board (LEB)
* Legislative Budget Board (LBB)
* Federal Government
* TEA
* Other State Agencies
* Education Service Centers
* School Districts
* Private Sector Businesses
* Private Citizens
* City and County Governmental Agencies

## How is PEIMS data used?

Data collected through PEIMS is used by several TEA programs to create reports including the following:

* TEA Standard Reports
* TAPR – Texas Academic Performance Reports
* Accountability System
* Snapshot
* Pocket Edition
* TEA Data Resources and Research
* TEA Audits

# Resources

*The information below is being provided as an initial resource of how TSDS PEIMS data is utilized. Please know that the list is non-exhaustive, and individuals are encouraged to submit additional links for future publications of the PEIMS Data Guide.*

**State Funding**<https://tea.texas.gov/Finance_and_Grants/State_Funding/>

**Accountability and Accreditation**<https://tea.texas.gov/accredstatus/>

**Dropouts and Leavers**<https://tea.texas.gov/Texas_Schools/Support_for_At-Risk_Schools_and_Students/Dropout_Prevention/>

**School Financial and Desk Audit**<https://tea.texas.gov/Grants/Federal_Fiscal_Monitoring/riskassessment/>

**State and Federal Reporting**<http://nces.ed.gov>

**Budget Forecasting**<https://tea.texas.gov/Finance_and_Grants/Financial_Compliance/Annual_Financial_and_Compliance_Report/>

**Accountability Research**<https://tea.texas.gov/acctres/home_index.html>

# Timelines

## 2018-2019 PEIMS Timeline

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| **Collection 1** |
|  | Submission | Resubmission |
| Campus/Dept Deadline | 11/02/2018 | 12/14/2018 |
| District Deadline | 11/16/2018 | 12/21/2018 |
| Region 10 Deadline | 11/29/2018 | 1/10/2019 |
| TEA Deadline | 12/6/2018 | 1/17/2019 |

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| **Kindergarten ECDS** |
| District Deadline | 1/07/2019 |
| TEA Deadline | 1/31/2019 |

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| **Collection 2** |
|  | Submission | Resubmission |
| District Deadline | 1/2/2019 | 1/21/2019 |
| Region 10 Deadline | 1/17/2019 | 1/31/2019 |
| TEA Deadline | 1/24/2019 | 2/7/2019 |

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| **Collection 3** |
|  | Submission | Resubmission |
| Campus/Dept Deadline | 5/24/2019 | 6/21/2019 |
| District Deadline | 5/31/2019 | 6/28/2019 |
| Region 10 Deadline | 6/13/2019 | 7/11/2019 |
| TEA Deadline | 6/20/2019 | 7/18/2019 |

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| **Prekindergarten ECDS** |
| District Deadline | 7/05/2019 |
| TEA Deadline | 7/18/2019 |

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| **Collection 4** |
|  | Submission | Resubmission |
| Department Deadline | 7/26/2019 | 7/23/2019 |
| District Deadline | 8/02/2019 | 8/30/2019 |
| Region 10 Deadline | 8/22/2019 | 9/12/2019 |
| TEA Deadline | 8/29/2019 | 9/19/2019 |

# Fall PEIMS Submission and Resubmission Timelines

**2018-2019**

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| **Date** | **Area** | **Activity** |
| October 29, 2018 | * PEIMS
 | TSDS PEIMS Collections ready for users to load data to eDM |
| September 28, 2018 | Campus Staff* Assistant Principal (HS)
* PEIMS Data Clerk (HS)
* Records Clerk (HS)
* Withdrawal Clerk (HS)
* Registrar (HS & MS)
* Attendance Clerk (HS & MS)
 | Close of school-start window *(All students in grades 7-12 who were enrolled in our district at the end of the prior year must provide documentation of enrollment in a public or private school by this date. Students who fail to enroll by this date will be reported as a dropout – 98.)* |
| October 26, 2018 | Campus Staff* Administrators
* Registrar (HS)
* Data Entry (HS & MS)
* ADA Clerk
* Counselors
* District SIS Staff
* Special Pops Coord
 | SNAPSHOT – *all data reported in the fall PEIMS submission is based on the status as of this date.* |
| November 16, 2018 | Campus Staff* Administrators
* Registrar
* Data Entry Clerk
* ADA Clerk
* Counselors
* Special Pops Coord
 | Campus fatal free deadline for the fall PEIMS submission. |
| November 29, 2018 | PEIMS Staff | District fatal free deadline for the fall PEIMS submission. |
| December 21, 2018 | Campus Staff* Administrators
* Registrar (HS)
* Data Entry (HS & MS)
* ADA Clerk
* Counselors
* District SIS Staff
* Special Pops Coord
 | Campus deadline for all final data revisions for the fall PEIMS resubmission. |
| January 10, 2019 | PEIMS Staff | District deadline for all final data revisions for the fall PEIMS resubmission. |

## 6-Week Reporting Timeline

**2018-2019**

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| **6-Week****Period** | **Start/End****Dates** | **Reports** | **Responsibility** | **Due Date** |
| 1st | 8/15-9/21 | Principal’s Report,Discipline Reports,Daily Reg., GT, LEP | Special ProgramContact, CampusPrincipal, Discipline Officer, Attendance Clerk, PEIMS Dept. | 10/5 |
| AttendanceVerification | 8/15-9/21 | Enrollment,Rosters, Counts | Attendance Clerks,PEIMS | 9/27 |
| 2nd | 9/24-11/2 | Principal’s Report, Discipline Reports, Daily Reg., GT, LEP | Special Program Contact, Campus Principal, Discipline Officer, Attendance Clerk, PEIMS Dept. | 11/16 |
| 3rd | 11/5-12/21 | Principal’s Report,Discipline Reports, Daily Reg., GT, LEP | Special ProgramContact, Campus Principal, Discipline Officer, Attendance Clerk, PEIMS Dept. | 1/18 |
| AttendanceVerification | 1/9-2/15 | Enrollment,Rosters, Counts | Enrollment,Rosters, Counts | 2/21 |
| 4th | 1/9-2/15 | Principal’s Report,Discipline Reports, Daily Reg., GT, LEP | Special ProgramContact, Campus Principal, Discipline Officer, Attendance Clerk, PEIMS Dept. | 3/1 |
| 5th | 2/19-4/5 | Principal’s Report,Discipline Reports, Daily Reg., GT, LEP | Special ProgramContact, Campus Principal, Discipline Officer, Attendance Clerk, PEIMS Dept. | 4/18 |
| 6th | 4/8-5/23 | Principal’s Report,Discipline Reports, Daily Reg., GT, LEP | Special ProgramContact, Campus Principal, Discipline Officer, Attendance Clerk, PEIMS Dept. | 5/30 |

# Submission 1: PEIMS Data and Due Dates

Data below has due dates. Please note that data should be reflective of student’s status on October 26, 2018. This means that new students coming in or students that have a status change after snapshot (ex: not homeless to homeless on 10-29-18) should be entered into the programs accordingly but will not be reported in Submission 1 with the new data.

***The individual(s) named as “Person(s) Responsible” is accountable for all data to be entered, or caused to be entered, for their specific campus(es).***

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| **Item** | **Description** | **Person Responsible** |
| **Graduates** | DHS and PACE OnlyGraduation Date and Plan*2018 Graduates* | -Counselor-Director of Counseling |
| **At-Risk** | Failed Year | -Counselor-Principals-Director of Counseling |
| **At-Risk**  | Failed 2 or *More Cores Prior Year* | -Counselor-Director of Counseling |
| **At-Risk** | Reported to PEIMS as Dropout | -Principals |
| **Staff Data** | Load into Student Skyward | -PEIMS |
| **Homeless** | 1. Homeless/Unaccompanied Youth coded
2. At-Risk Coded
3. For JJAEP all homeless students must ALSO be entered in Title I (code ‘9’)

*Campus Homeless Unaccompanied Youth Listing* | -Student Services |
| **Student Success Initiative** | SSI promoted or retained for last year grades 5 and 8  | -Principals |
| **Gifted/Talented** | Gifted/Talented*Campus Gifted and Talented Listing* | -Director of Advanced -AcademicsCounselors |
| **Immigrant** | Immigrant status/years*Campus Immigrant Listing* | -ESL Campus Coordinator-Director of Bilingual ESL -Bilingual ESL Coordinator |
| **Career/Tech courses** | Courses identified, and hours verified | -CTE Director and Coordinator |
| **Career/Tech Sections** | Course sections verified with proper population served | -CTE Director and Coordinator |
| **PreK sections** | Verify population served is set | -Campus Master Scheduler -Director of Early Childhood |
| **At-Risk** | Failed Readiness Test PK-3 | -Director of Federal Program-Director of Counseling-Counselors |
| **Item** | **Description** | **Data Comes From** |
| **Co/Support Teachers** | Teacher serving as co or support teachers must be identified in master schedule in Skyward on a Meet Pattern.  | -Campus Master Scheduler -Director of Special Education  |
| **Career/Tech student indicators** | HS & MS – students in Coherent Sequence. | -CTE Director and Coordinator |
| **Unschooled Asylee/****Refugee** | Based upon enrollment forms or information received from student | -Director of Student Services |
| **Early Reading (ERIC)** | Elem only for grades KG-02 | -Director of Early Childhood |
| **At-Risk** | Failed 2 or more current year*Student Failure Listing* | -Counselor-Director of Federal Programs |
| **Enrollment** | Verify no absences on date of enrollment | -Principals-Campus PEIMS |
| **PK eligibility** | Ensure none are missing an eligibility indicator and if so, change ADA code to ‘5’ | -Director of Early Childhood-Director of PEIMS  |
| **Leavers** | Non-grads verified with proper code for students in grades 7-12 | -Principals-Campus PEIMS |
| **Migrants** | ESC 10 list matches DISD | -ESL Coordinator |
| **ADA codes**  | ADA report verified that students are in proper ADA for instructional time*ADA Course* | -Campus Registrar-Director of PEIMS |
| **At-Risk**  | Expelled  | -Campus Administrator-Director of Student Services-Director of Federal Programs |
| **Military Connected** | Military Connected students*Campus Military Connected Listing* | -Director of Counseling-Registration forms received  from parents |
| **Transfers** | ADA, Campus of Residence, and Attribution Code set*Transfers* | -Superintendent’s office-Chiefs-Student Services-Director of PEIMS |
| **JJAEP** | ADA and Campus of Accountability | -Students Services -Director of PEIMS |
| **TxUID ET** | Person Identification *mismatches/discrepancies* | -PEIMS Specialist |
| **Dyslexia** | Dyslexia entry*Campus Dyslexia Listing* | -Director of Special Education-Dyslexia Coordinator -Counselor |
| **504** | 504 entry*Campus 504 Listing* | -Director of Assessment and  Accountability |
| **Foster Care** | Foster Care*Campus Foster Care Listing* | -Director of Student Services-Counselor-PEIMS |

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| **Item** | **Description** | **Data Comes From** |
| **Pregnant** | At-Risk codedStudent PRS/PEP coded*Campus At-Risk Listing**Campus PRS Listing* | -Counselor-Director of Counseling |
| **Parent** | At-Risk coded*Campus At-Risk Listing* | -Counselor-Director of Counseling |
| **Single Parent** | At-risk codedCTE coded if CTE student (HS)*Campus At-Risk Listing* | -Counselor-Director of Counseling |
| **Special Ed** | All special education indicators and coding*Special Education Verification* | -Diagnostician |
| **At-Risk** | Parole, Probation | -Counselor-Director of Counseling |
| **At-Risk** | Students in or referred to PACE | -Counselor |
| **At-Risk** | Residential Placement/Treatment | -Counselor |
| **BIL/ESL/LEP** | Bilingual/ESL/LEP identification*LEP Verification* | -LPAC Coordinators |
| **Economic Disadvantaged** | Free and reduced lunch identifications | -Director of Child Nutrition |
| **Instruction Minutes Served by Teachers**  | Staff Responsibility – **periods and times**  | -Master Scheduler-Principals-Counselors-Director of PEIMS |
| **Underreported students** | TEA report detailing who should have leaver code reported | -Director of PEIMS -Campus PEIMS-Principals |

# Submission 3: PEIMS Data and Due Dates

***The individual named as “Person Responsible” is accountable for all data to be entered, or caused to be entered, for their specific campus(es).***

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| **Item** | **Description** | **Data Comes From** |
| **Grades** | Verify grades are complete for T1, T2, T3 and exam 1 (if applicable).*Student Failure Listing* | Teachers |
| **Grades** | Verify grades are complete for SM1 and *Student Failure Listing* | Teachers |
| **Staff Data** | Load into Student Skyward | PEIMS |
| **Career/Tech student indicators** | Students in Coherent Sequence or Tech Prep only.*Campus Career and Technology Listing* | CTE Coordinator |
| **PK** | Review PK program and funding types for accuracy | Director of Early Childhood |
| **Transfers** | Print list. Verify that students 1. Have ADA code of ‘3’ or ‘6’.
2. Have campus of residence as residing district
3. have attribution code of ‘06’

*DISD Transfers* | PEIMSSuperintendent’s Office |
| **Career/Tech** | Print list of CT courses. 1. Ensure contact hours are appropriate.
2. Ensure students CTE indicators are appropriate by comparing course history to CTE type.
 | CTE Coordinator |
| **Perfect Attendance** | Print and verify report of students  | -Principals-Attendance Clerk |
| **Migrants** | Ensure certificate is on file for these students. | Director of Federal Programs |
| **Enrollment Tracking** | Name, ethnicity/gender cleared | Director of PEIMS |
| **Gifted/Talented** | Verify using *Campus Gifted and Talented Listing* | -Counselors-Director of Advanced -Academics |

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| **Item** | **Description** | **Data Comes From** |
| **Homeless** | Print/verify report. 1. ensure coded in Homeless/Unaccompanied entered2. ensured at-risk entered*Campus Homeless Unaccompanied Youth Listing**Campus Title I Listing**Campus At-Risk Listing* | Director of Student Services |
| **Early Reading Indicators** | For KG-2*Campus Early Reading Verification* | Director of Early Childhood |
| **ADA** | Review ADA codes by grade level and ensure students are set appropriately | PEIMS |
| **E20/20 Students** | Ensure the ADA code and schedule were set properly  | Counselors  |
| **Special Education** | Print/verify student’s settings and services. *Special Education Verification* | -Diagnosticians -Director of Special Education |
| **Dyslexia** | Dyslexia and 504 entryCampus 504 ListingCampus Dyslexia Listing | -Dyslexia Coordinator-Director of Special Education |
| **Foster Care** | Foster Care*Campus Foster Care Listing* | -Director of Student Services-Counselor |
| **Career/Tech** | Print list of ‘07’ and ‘08’ grade students with vocational hours. Ensure students are also coded as special education if any are found. | CTE Coordinator |
| **Discipline** | Ensure all referrals have been entered for all campuses | -Discipline Officer-Director of Student Services |
| **JJAEP** | Ensure proper ADA for mandatory expelled using*TSDS PEIMS report* | Director of Student Services |
| **Instruction Days** | Ensure all campuses have 177 days of instruction | Director of PEIMS  |
| **Graduates** | Verify graduates*DISD 2018 Graduates* | -Counselors-Transcript Specialist-Director of Counseling |
| **Leaver** | Print/verify list of leaver data (name of student, withdrawal code and date) – not enrolled on final day of year. *School Leavers Report*  | Registrar |
| **Child Restraints** | Ensure all have been entered (special ed.)*Child Restraints* | Assistant Principals |

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| **Item** | **Description** | **Data Comes From** |

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| **Child Restraints** | Ensure all have been entered (non-sped.)*Child Restraints* | SRO’s  |
| **Attendance** | Ensure all Notes/Reasons have been entered for all campuses.  | Attendance Clerks |
| **Absences** | Ensure none for the official ADA period on the date of enrollment. *Absences on Enrollment Date* | Attendance Clerks |
| **ADA** | Query ADA 0, 4 or 5 ADA in snapshot but eligible at end of year | PEIMS Coordinator |
| **PK** | Verify PK eligibility | PEIMS Coordinator |
| **KG** |  Ensure all students were age eligible | PEIMS Coordinator |
| **Transcripts** | Ensure dual credit (taken at college but not at campus), instruction type, college hours, and virtual courses have been entered for students on all campuses.*Transcript by Service ID…* | Counselors |
| **EE Students**  | Verify students EE and speech ONLY – also EE with mainstream | Diagnostician |
| **Military Connected** | Military Connected studentsCampus Military Connected | -Counselors-Director of Counseling |
| **Curriculum** | Verify district course info: 1. All dual Credit courses
2. All articulated credit courses
3. College hours per course we offer
 | Counselors |
| **Discipline** | PEIMS excel of students with action codes ‘05’ and ‘25’. Ensure official length and actual lengths are less than 4 days each. | Director of PEIMS |
| **Discipline** | PEIMS excel of students under age 6 that have action codes ‘07’, ‘08’, ‘10’, ‘14’, ‘54’, ‘55’, or ’57’. These are “unauthorized DAEP Placement” codes for these students UNLESS the reason code is ‘11’.  | Director of PEIMS |
| **Discipline** | PEIMS excel of students under age 10 that have action codes ‘01’-‘04’, ‘09’, ‘11’, ‘12’, ‘15’, ’50’-‘53’, ’56’, ’58’, ’59, or ’61’. These are “unauthorized Expulsion” codes for these students UNLESS the reason code is ‘11’. | Director of PEIMS |
| **Discipline** | PEIMS excel of students that have reason codes: ’01’, ‘02’, ‘07’, ‘21’, ‘28’, ‘33’, ‘34’, or ‘41’. They cannot have action codes ‘01’-‘04’, ‘09’, ‘11’, ‘12’, ‘15’, ’50’-‘53’, ’56’, ’58’, ’59, or ’61’.  | Director of PEIMS |
| **Item** | **Description** | **Data Comes From** |
| **Bilingual/ESL** | Run *LEP Verification* report listing students. Compare to home language. Home language typically should not be ‘98’. | Director of Bilingual ESL |
| **Bilingual/ESL** | Run report to list students enrolled in bilingual education without parental approval. *LEP Verification* | Director of Bilingual ESL |
| **ET dual enrollment** | Verify enroll & w/d | Director of PEIMS  |
| **Economic Disadvantaged** | Free and reduced lunch identifications | Director of Child Nutrition  |
| **Grades** | Verify grades are complete for SM1, T4, T5, T6 and exam 2 (if applicable).*Student Failure Listing* | -Teachers-Principals |
| **PRS** | Review list to ensure these students:1. Do not have Career/Tech contact hours for time homebound.
2. Have exit dates if no longer pregnant/6-week post pregnancy.
3. Homebound documentation/absences verified

*PRS PEP Verification**Campus PEP Listing**Campus PRS Listing* | -Counselors-Attendance Clerks-PEIMS |
| **Truancy** | Entered into Skyward | -Truancy Officer-Director of Student Services |
| **Homebound (SpEd)** | Print list of students with instructional setting ‘01’. Ensure that these students do not have career/tech contact hours for time homebound. *Campus Special Education Listing* | -Diagnostician-Director of Special -Education |
| **Homebound (GEH)** | Verify logs, attendance, and services | -Attendance Clerk-PEIMS-Counselor |
| **Career/Tech** | Ensure CTE is turned off for DAEP students | CTE Coordinator |
| **Title I** | Verify T1 campuses | Director of PEIMS |

# Submission 4: PEIMS Data and Due Dates

***The individual named as “Person Responsible” is accountable for all data to be entered, or caused to be entered, for their specific campus(es).***

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| **Item** | **Description** | **Data Comes From** |
| **ESY** | Verify students attending summer school are entered with minutes and setting*TSDS PEIMS report* | Diagnosticians |
| **BIL/ESL Summer School** | Verify students attending summer school are entered*TSDS PEIMS Report* | ESL Coordinator |
| **Enrollment Tracking** | Name, ethnicity/gender cleared | -TxUID Enrollment Tracking |
| **Summer School/Dual Credit** | Verify district course info: 1. All dual Credit courses
2. College hours per course
 | Counselors |