

# PEIMS Summer Submission - Discipline Records Review

Presented by  
Diana Perez, Coordinator  
Jovana Garcia, Specialist  
PEIMS - Division of Technology Solutions

04/19/2023



# Intellectual Property Statement

All materials, content, and forms contained in this training/presentation are the intellectual property of Region One ESC®. All rights reserved.

They are intended for use by session participant at the classroom, campus, or district level only. Materials are to be used “as is” without modification.

Materials may not be used for personal benefit or financial gain or for use outside of the school system.



# Agenda

- ✓ Overview
- ✓ Impacts
- ✓ Timeline
- ✓ TWEDS
- ✓ Discipline Reports
- ✓ Data Quality
- ✓ Reminders
- ✓ Resources
- ✓ Support Contacts



## Overview



**Discipline records are reported at the end of the current school year and are a part of Summer Submission.**

- Discipline record data is required by TEC, Chapter 37, P.L. 114-95 - Every Student Succeeds Act (ESSA), and IDEA 2004, which includes students who are receiving special education and related services.
- A PEIMS discipline record must be reported for each disciplinary action that results in a removal of a student from any part of their regular academic program as required by TEC, Section 37.020. A single student will have multiple discipline records if removed from his classroom more than once.
- All the codes must be correct. All the actions must reflect what occurred.
- All discipline records must be verified by campus personnel.

## How is PEIMS data used?







**Falsifications, fraudulent misrepresentations, or manipulations of information, including manipulations of records, reports, data, forms, statements of assurances, or certifications submitted to TEA through the Public Education Information Management System (PEIMS)**

**-An offense under this section is a felony of the third degree-**

**Tex. Pen. Code § 37.10**

## The Law

**Under TEC 37.008 (m-1), failure to report ALL disciplinary removals actions as required by state and federal law may result in a review by the commissioner of education and notice to the local school board of any problems noted in the district's data, or a violation of a law or other rule.**



Consolidated Independent School District

## Student Discipline Referral

Action Code: \_\_\_\_\_  
Ref.# \_\_\_\_\_  
Incident # \_\_\_\_\_  
Offense Code: \_\_\_\_\_

Student: \_\_\_\_\_ ID#:Grade: \_\_\_\_\_

Campus: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ Staff Member: \_\_\_\_\_

### Teacher Action(s) Taken Prior To Referral

(Indicate date by each action)

____ Classroom Consequence	____ Consulted counselor	____ Parent conference
____ Detention	____ Intervention plan	____ Student conference
____ Seating change	____ Sent previous report home	____ Referred to Crisis Core Team
____ Police involvement	____ Other actions taken (explain)	
____ Parental Aide	____ Contacted parent	

Teacher signature: \_\_\_\_\_ Counselor signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_

### Reason(s) For The Referral

Date \_\_\_\_\_

Give a brief, factual account of the incident

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Administrative Action(s) Taken

____ Student conference	____ Parent Conf./Date	____ Refer to Law Enforcement	____ ARD/504
____ Warning/Verbal	____ ISS _____ days	____ Level IPO notified	____
____ Counselor	____ Discipline contract	____ Community Service	____
____ Det./Lunch After School	____ Intervention plan	____ Community Agency	____
____ Loss of privilege	____ OSS _____ days	____ Discipline contract	____

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student signature: \_\_\_\_\_ Administrator signature: \_\_\_\_\_

### Parent/Guardian Contact

Parent/Guardian: \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_

Parent Contact (date/time): \_\_\_\_\_ Cell # \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_ Date referral mailed/sent home: \_\_\_\_\_

# Discipline Elements Collected

Campus

Incident Number

Date of  
Disciplinary  
Action

Disciplinary  
Action Reason  
Code

Disciplinary  
Action Code

Behavior Location  
Code

Official Length of  
Disciplinary  
Assignment

Actual Length of  
Disciplinary  
Assignment

Campus Of  
Responsibility

Inconsistent Code  
of Conduct

Safe Supportive  
School Program  
Team Review

Non-Membership  
Discipline  
Restraint

# TEDS: Student Discipline

## InterchangeStudentDisciplineExtension

- 44425 Discipline Indicator Extension
- 44425 Student Discipline Incident Association Extension
- 44425 Discipline Action Extension
  
- Technical Resources
  - Q&A
  - Chart
  - Reason Codes

TWEDS





# Timeline

PEIMS Summer Submission (Sub 3)	
PEIMS Summer Submission ready for users to promote data	February 27, 2023
TSDS PEIMS Summer ready for users to complete, approve, and accept submissions	May 15, 2023
Requests to retire Unique IDs due at TEA for PEIMS Summer First Submission	June 9, 2023
<b>PEIMS Summer First Submission due date for LEAs</b>	June 15, 2023
Requests to retire Unique IDs due at TEA for PEIMS Summer Resubmission	July 14, 2023
<b>PEIMS Summer Resubmission due date for LEAs</b>  LEAs registered with TEA with year-round tracks ending later than June 15, 2023 may delay PEIMS Summer Resubmission until two weeks following completion of the latest year-round track or August 17, 2023, whichever comes first.  However, the initial data delivery for Submission 3 must still be made by June 15, 2023, for all LEAs.  In no case will any Resubmission be processed after August 17, 2023. Data corrections made after August 17, 2023 will be processed by State Funding.	July 20, 2023
PEIMS Summer data available to customers	September 21, 2023

<https://tealprod.tea.state.tx.us/TWEDS/98/493/827/0/DataSubmission/TimeLine/1626>



# PEIMS Summer Collection Discipline Reports

## Disciplinary Action

Report # ↑	Report Name ↓	XLS		PDF		CSV	
		Status	Run	Status	Run	Status	Run
* PDM3-132-001	Student Disciplinary Action Roster				↻		↻
* PDM3-132-002	Student Disciplinary Action Detail by Reason				↻		
PDM3-132-003	Student Disciplinary Action Summary				↻		
* PDM3-132-004	Student Disciplinary Action Detail by Incident Number				↻		
PDM3-132-006	Student Disciplinary Action Incident Counts by Reason Code				↻		

\*tentatively scheduled to be updated in the software release on **May 5, 2023**:



# TSDS PEIMS STUDENT DISCIPLINARY ACTION INCIDENT COUNTS BY REASON CODE

LEA-level Data

Campuses: All

Summer Collection, Resubmission

12:41 P

Page 1 of

LEA:

Action Reason Code	Incident Total*
02 Conduct Punishable As A Felony	15
04 Possessed, Sold, Used, Or Was Under The Influence Of Marihuana Or Other Controlled Substance	65
05 Possessed, Sold, Used, Or Was Under The Influence Of An Alcoholic Beverage	30
07 Public Lewdness Or Indecent Exposure	7
09 Conduct Occurring Off Campus And While Student Is Not In Attendance For Felony Offenses In Title 5	11
10 Conduct Occurring Off Campus & While Student Is Not In Attendance For Felony Offenses Not In Title 5	1
12 Unlawful Carrying of an Illegal Knife under Penal Code 46.02	2
13 Unlawful Carrying of a Club under Penal Code 46.02	1
21 Violation Of Student Code Of Conduct Not Included Under TEC 37.002(b), 37.006, or 37.007	3,127
26 Terroristic Threat	21
27 Assault against a school district employee or volunteer	9
28 Assault against someone other than a school district employee or volunteer	43
30 Aggravated Assault against someone other than a school district employee or volunteer	1
33 Possessed, Purchased, Used, or Accepted a Cigarette Or Tobacco Product	124
35 False Alarm/False Report	1
41 Fighting/Mutual Combat - Excludes all offenses under Penal Code 22.01	104
58 Breach of Computer Security	2
Total	3,584





# PEIMS Summer Collection - Discipline Reports

The following new report is tentatively scheduled to be released in the software release on **May 5, 2023**:



PDM3-132-007 Student Disciplinary Action Summary by SSSP Team Review

Texas Education Agency  
PDM3-132-007  
Vn.n.n

TSDS PEIMS STUDENT DISCIPLINARY ACTION SUMMARY BY SSSP TEAM REVIEW  
LEA-level Data  
Campuses: 001, 006  
2022-2023 Summer Collection, First Submission

Monday 12/10/2023 2:41PM  
Page n of n

LEA: nnnnnn - DistrictName1

Action Code	# Incidents Reviewed by SSSP Team	# Incidents Not Reviewed by SSSP Team
nn ActionCode Desc1	nnn	nnn
nn ActionCode Desc2	nnn	nnn
nn ActionCode Desc3	nnn	nnn
nn ActionCode Desc4	nnn	nnn
nn ActionCode Desc5	nnn	nnn
nn ActionCode Desc6	nnn	nnn
nn ActionCode Desc7	nnn	nnn
nn ActionCode Desc8	nnn	nnn
Total	nnn,nnn	nnn,nnn



# Fatals, Specials, Warnings

All PEIMS Data must be reviewed for accuracy. Fatal warnings must be cleared but Special Warnings and Warnings should all be reviewed to confirm accurate data is being submitted in PEIMS Submission.

44425-0013	If DISCIPLINARY-ACTION-CODE is "02"-"04", "06"-"08", "10", "12", "13", "26", "51"-"55", "57", "59", or "60", then CAMPUS-ID-OF-DISCIPLINARY-ASSIGNMENT must not be blank.	Fatal
44425-0018	If DISCIPLINARY-ACTION-CODE is "27" or "28", then DISCIPLINARY-ACTION-REASON-CODE must be "02", "04"-"09", "11", "12", "14", "16"-"19", "26"-"32", "35"-"37", "46"-"48", "55", "57", or "60".	Fatal
44425-0047	For a particular TX-UNIQUE-STUDENT-ID, DISCIPLINARY-INCIDENT-NUMBER and CAMPUS-ID-OF-DISCIPLINARY-RESPONSIBILITY, the sum of OFFICIAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT for all Disciplinary Actions where DISCIPLINARY-ACTION-CODE is "05" or "25" should not be greater than 3 days.	Special



[Link to TWEDS Business Rules:](https://tealprod.tea.state.tx.us/TWEDS/98/493/827/0/Rules/BusinessContext/All)

<https://tealprod.tea.state.tx.us/TWEDS/98/493/827/0/Rules/BusinessContext/All>

# Data Quality Assessment

- Who is responsible?
  - For determining the Reason Code and Action Code as per the TEC 37/Student Code of Conduct
  - Following up with Parent
  - Gathering documentation for Conference/Hearing
  - For reviewing discipline records for accuracy





# Data Quality Assessment

- Who is responsible?
  - Updating the referral template?
  - When notifying Teachers/Special Education/Attendance of incident and actions
  - If student tries to withdrawal before the due process
  - When student re-enrolls with an outstanding placement/expulsion days
  - When student enrolls with a placement/expulsion orders or TREx outstanding discipline record from another LEA
  - Tracking number of days in a disciplinary setting for a student who is a CTE, Bil, Special Education student



# Data Quality Assessment

- Who is responsible for Data Entry?
  - For entering discipline information in a timely manner
  - For sharing TREx records
  - For running accurate reports for Administrator review
  - Adjusting the Actual Days served when student is absent or withdrew early



# Texas Education Data Standards

## General Reporting Requirements

- Data entry personnel are only responsible for entering information that has been provided to them by the superintendent's designee who are responsible for applying the Student Code of Conduct to student behavior.
- In no case should attendance/PEIMS data personnel be responsible for determining a student's coding information for discipline actions taken.





# Reminders



# TREx & Discipline

- In transferring discipline information from your district to another district, TREX only sends pending/unexpired discipline with the student records.
- TEC §37.022(b) states “If a district or school takes disciplinary action against a student and the student subsequently enrolls in another district or school before the expiration of the period of disciplinary action, the governing body of the district or school taking the disciplinary action shall provide to the district or school in which the student enrolls, at the same time other records of the student are provided, a copy of the order of disciplinary action.”



# SAAH & Discipline

- 3.4.5 Students 21 Years of Age or Older and Placement in a Disciplinary Alternative Education Program (DAEP) or JJAEP
- 4.6 Interim Alternative Educational Placements
- 5.4 Withdrawal Procedures (CTE)
- 6.7.1 Eligible Days Present and Students Placed in a Disciplinary Setting
- Section 10 Alternative Education Programs (AEPs) and Disciplinary Removals
  - 10.2 General Eligibility Requirements
    - 10.2.1 “Double-Counting” of ADA for Students in AEPs
    - 10.2.2 AEPs and Special Program Eligibility
    - 10.2.3 DAEP or JJAEP Placement for Students 21 Years of Age or Older
    - 10.2.4 Eligibility and Teacher Certification
  - 10.6.1 Students Required to Attend a JJAEP
  - 10.6.2 Disciplinary Removals of Students with Disabilities
  - 10.6.3 Out-of-School Suspension (OSS)





# Resources

- TEA Chapter 37-Safe Schools Resources
  - Texas Education Code, Chapter 37
  - TASB School Safety Resources
  - Title IX School Safety Choice Option Documents
- Discipline Data Products Overview
- Texas School Safety Center
- U.S. Department of Education
  - Office of Civil Rights OCR
  - Civil Rights Data Collection Resource Center



# Resources

- [Results Driven Accountability](#)
- [Texas Academic Performance Reports](#)
- [PBM / Data Validation Monitoring](#)
- [Unsafe School Choice Option](#)
- [Student Attendance Accounting Handbook](#)
- [TREx Data Standards](#)



# Scenario #1

John Doe was assigned 60 days in the DAEP for a serious violation of student code of conduct.

After serving 25 days, the school year ended.

Because John was considered a safety threat, the DAEP placement was continued into next year.

How is this reported for current and next year with regards to official and actual days...

This year official \_\_\_\_\_ this year actual \_\_\_\_\_ this year difference reason \_\_\_\_\_

Next year official \_\_\_\_\_ next year actual \_\_\_\_\_ next year difference reason \_\_\_\_\_



## Scenario #2

Bobby was assigned 30 days in the DAEP for a serious infraction of student code of conduct.

After serving 23 days, Jaime's parents withdrew him from school. What are his

official days? \_\_\_\_\_

Actual days? \_\_\_\_\_ Difference Reason code? \_\_\_\_\_



# Scenario #3

Jen Lopez attended ABC high school, campus 001.  
On 04/19 at 2pm, she was suspended and sent home.  
The Assistant Principal assigned her 3 more days of OSS.

What are her

Official days? \_\_\_\_\_

Actual days? \_\_\_\_\_ Difference Reason code? \_\_\_\_\_



# ESC1 Support

Jay Aguayo MS  
Coordinator  
Safety & Transportation  
[Jaguayo@esc1.net](mailto:Jaguayo@esc1.net)  
956-984-6283

<https://www.esc1.net/domain/92>

Claudia Garcia  
Education Specialist  
Behavior  
[cgarcia@esc1.net](mailto:cgarcia@esc1.net)  
956-984-6244

<https://www.esc1.net/Domain/37>

Francene Phoenix  
Effective Schools Lead  
Office of School Improvement, Accountability and Compliance  
Data Validator Monitoring  
[fphoenix@esc1.net](mailto:fphoenix@esc1.net)  
956-984-6027  
<https://www.esfone.net/>





# TEA Support

Mary Scott  
Student Discipline Program Specialist  
Supportive School Division

[Mary.Scott@tea.texas.gov](mailto:Mary.Scott@tea.texas.gov)

512- 463-9128

<https://tea.texas.gov/texas-schools/health-safety-discipline/student-discipline>



# Follow Us on Social Media



@RegionOneEducationServiceCenter



@RegionOneESC



@RegionOneESC



# PEIMS Contact Information

Diana Perez

[dperez@esc1.net](mailto:dperez@esc1.net)

956-984-6096

Jovana Garcia

[jovgarcia@esc1.net](mailto:jovgarcia@esc1.net)

956-984-6090

