



**Region One**

EDUCATION SERVICE CENTER

*Students First*

# PEIMS Fall Submission 2018-2019

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Education Organization, Finance, and Staff

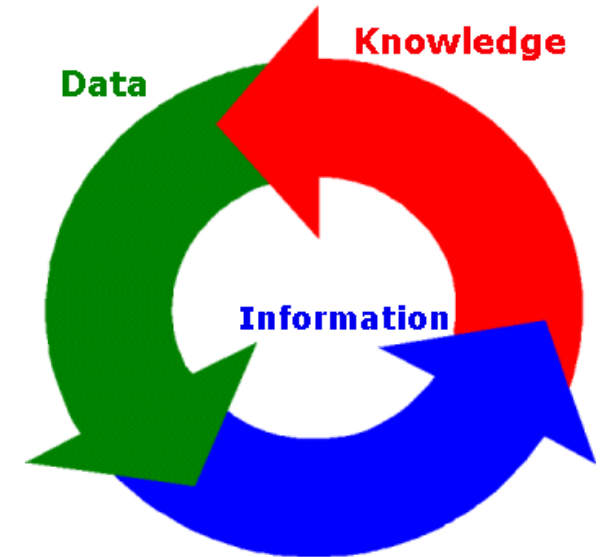
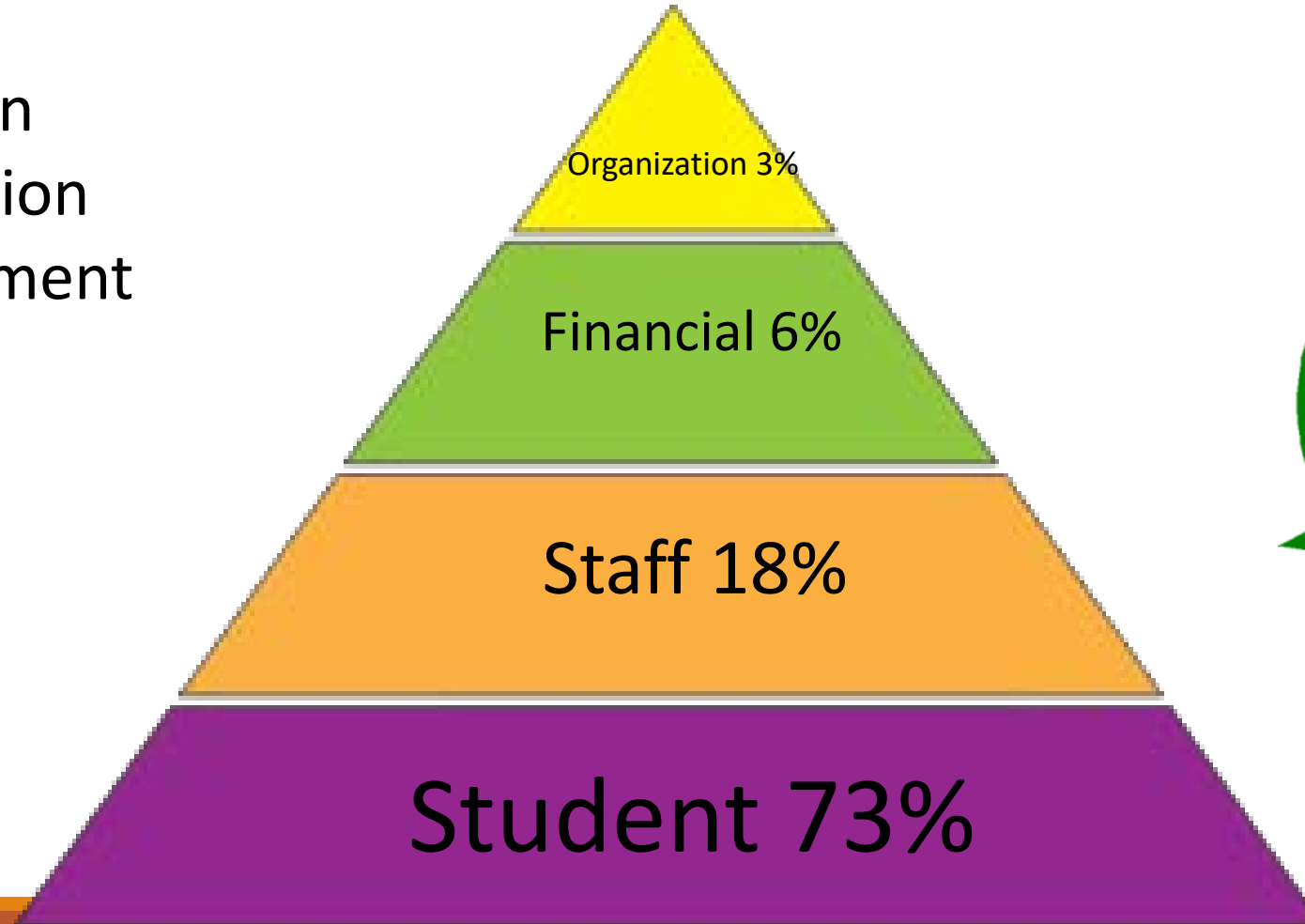
# Agenda

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- Data Requirements and Purpose
- Submission Timeline
- TSDS Submission Process
- TSDS PEIMS Reports

# PEIMS Information – 219 Data Elements

Public  
Education  
Information  
Management  
System



Once collection is closed, PEIMS Data does not change.

## FALL (Due Nov 29 '18)

- Represents the state of the LEA as of the PEIMS **Fall snapshot date, which is the last Friday in October,**
- LEAs shall report all students served and staff employed on that date.
- Exception: Leaver data are reported based on leaver status as of the **last Friday in September.**
- report current school year budget data

# District use of PEIMS Data

## FALL

- Staffing ratios
- Campus Budgeting
- School Operations
- Enrollment Projections

- Boundary Revisions
- Transportation Routing
- Federal and State Reporting
- Compliance Monitoring



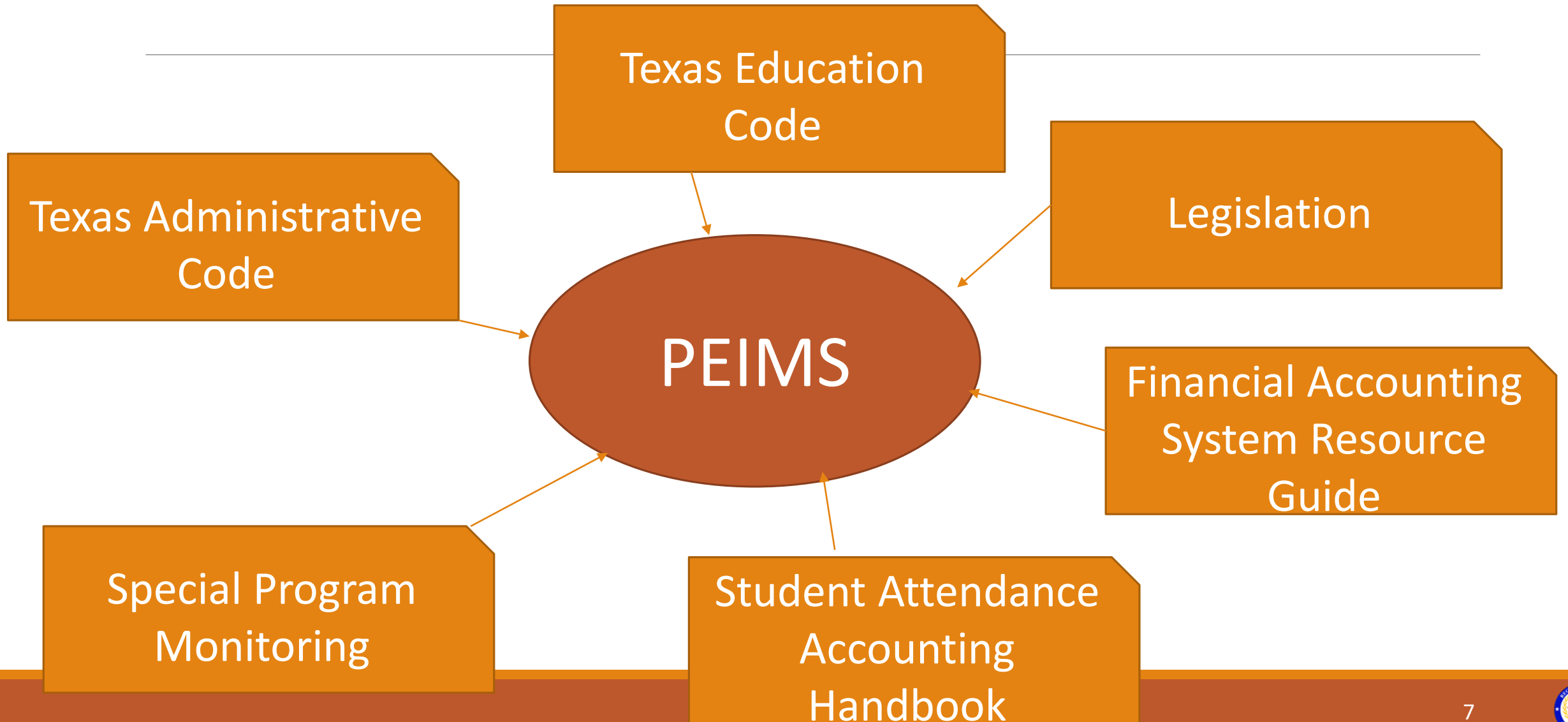
# TEA use of PEIMS Data

## FALL

- Calculate Title I entitlement
- Monitor special programs
- Report to the federal government
- Calculate retention
- Calculate basic profiles of [TAPR](#)
- Perform desk audits
- Legislative Reporting
- Research



# Laws, Codes, and Rules



# Texas Education Data Standards

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- PEIMS data reporting requirements;
- Elements and codes;
- Collection specifications

Resource: [https://www.texasstudentdatasystem.org/TSDS/TEDS/TEDS\\_Latest\\_Release/](https://www.texasstudentdatasystem.org/TSDS/TEDS/TEDS_Latest_Release/)

\*Select Current School Year > “For ESCs & LEAs Using TSDS PEIMS Only”



# Submission Timelines

<b>REPORTING DATES</b>	<u>Close of school-start window 09/28/2018</u>  AS OF DATE  10/26/2018
<b>DATA DUE VIA TSDS eDM</b> <b>DATA MAY CONTAIN ERRORS</b>	11/01/2018
<b>FIRST SUBMISSION - DATA MUST BE FATAL FREE</b> It is important that districts follow the ESC established delivery schedules so that their data meets the TEA submission deadlines.	11/29/2018
<b>RESUBMISSION DATES</b> As information is received at TEA, it will be revalidated immediately. Districts will have a chance to review and validate the data at this time and will have <u>ONE and ONLY ONE</u> opportunity to resubmit the data.	01/10/2019



# TSDS Submission Process Resources

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Region One TSDS PEIMS:

<http://www.esc1.net/Page/2564>

- Requesting Access to TSDS
- TSDS PEIMS Submission Cheat Sheet
- Client Side Validation Tool
- eDM Loading Data into the ODS
- TSDS PEIMS Application Instructions

## 2018-2019 Interchange Load Order & Collection Submission Table

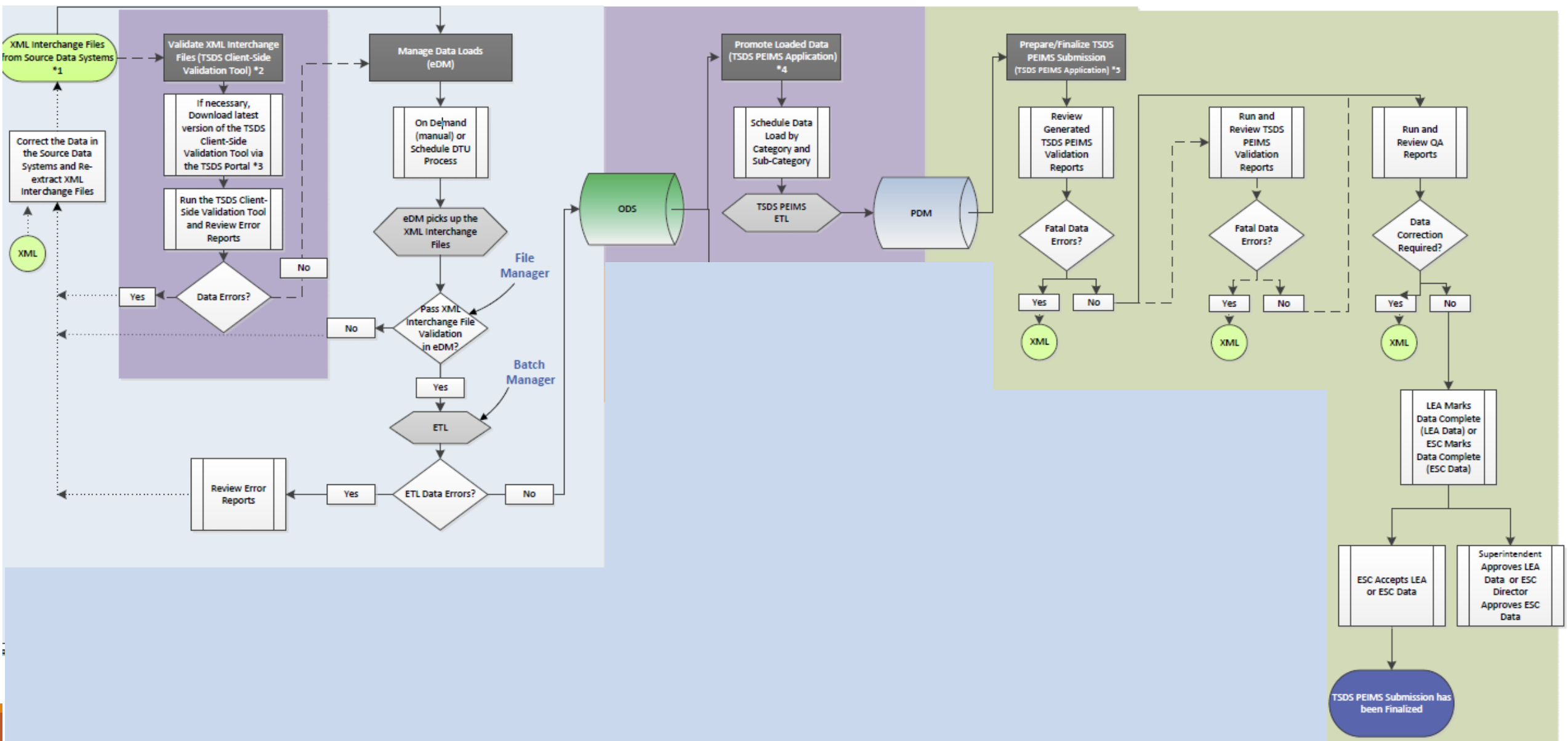
		TSDS PEIMS			
		1	2	3	4
INTERCHANGES		FALL	MDYR	SUMR	EXYR
1	InterchangeEducationOrganizationExtension	1	1	1	1
2	InterchangeEducationOrgCalendar <sup>1</sup>			2	
3	InterchangeMasterScheduleExtension <sup>1</sup>			3	2
4	InterchangeStudentExtension <sup>1</sup>	2		4	3
5	InterchangeStudentEnrollmentExtension <sup>1, 3, 4</sup>	3		5	4
6	InterchangeStaffAssociationExtension* <sup>1</sup>	4		6	
7	InterchangeStudentAttendanceExtension <sup>1, 4</sup>			7	5
8	InterchangeStudentDisciplineExtension <sup>1, 4</sup>			8	
9	InterchangeStudentTranscriptExtension <sup>1, 3, 4, 5</sup>			9	6
10	InterchangeStudentProgramExtension <sup>1, 4</sup>	5		10	7
11	InterchangeSSAOrganizationAssociationExtension <sup>1</sup>	6	2		
12	InterchangeFinanceExtension <sup>1</sup>	7	3		
13	InterchangeStudentRestraintEventExtension <sup>1, 4</sup>			11	

Note: Numbers under the collection heading signify the load order of the interchange for the submission. Superscripted Numbers at the end of the interchange name represent the interchange # that it has referential integrity with.

\* Staff data comes from 2 systems: SIS and HR system. If you decide to not combine interchanges then you will have 2 InterchangeStaffAssociationExtension files to load in the Fall and Summer collections. If so, make sure that the HR staff file is named with an earlier datetimestamp. The SIS Staff File has referential integrity with the HR Staff File.

# TSDS High Level End User Process Map

Document Number: TSDS-Tech-R001-D001



# TSDS Submission Process starts with TEAL

TEAL Login Portal - <https://tealprod.tea.state.tx.us/>

- Texas Student Data System Portal
  - PEIMS Coordinator needs TSDS Roles: Uniq-ID LEA, PEIMS Data Completer, ODS Data Loader, TIMS Level 1 Support
  - District Superintendent needs TSDS Roles: PEIMS Data Approver

Texas Education Agency  
User and Access Management

**Self-Service**

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My User Information
- Link TEASE Accounts

**Applications**

**Texas Records Exchange**

Texas Records Exchange

[ESC Viewer](#) [Add/Modify Access](#)

Regional Education Service Center Number: 01

**Texas Student Data System Portal**

Texas Student Data System Portal

[Texas Student Data System Portal](#) [Add/Modify Access](#)

REG I EDUCATION SERVICE CENTER  
Roles: Uniq-ID LEA, PEIMS Data Completer, PEIMS Data Acceptor, ODS Data Loader, TIMS Level 2 Support

Diana Perez (0) dpenz@esc1.net Support Help Exit

tsds texas student data system

Unique ID eDM Data Loads PEIMS Utilities Support

Home » PEIMS

## Welcome to PEIMS

The Public Education Information System (PEIMS) is a state-mandated data collection that helps determine funding allocations and accountability ratings, and facilitates data reporting for state and federal initiatives.

The new TSDS PEIMS module will:

- Improve system capacity and reduce the technology risk, like system downtime
- Allow loading and validation of PEIMS data from the first day of school
- Allow PEIMS coordinators to load subsets of their data AND submit their full collection without having to re-load first

To begin using PEIMS, select one of the buttons below or go to the [PEIMS Application Home](#)

Manage Data Loads Promote Loaded Data Validate Submission Prepare/Finalize Data View Reports

If you do not see an expected function, you may have selected an organization for which you do not have the necessary permissions. Please select a different organization or visit [TEAL](#) to request new permissions.


# TSDS Submission Process

Step 1: Validate xml files using Client-Side Validation Tool version 3.75.0


-Select SY: 2018-2019, Collection: PEIMS Fall Year)


## TSDS Application: Client-Side Validation Tool (Optional)

Validation Tool



Select Files to Validate

School Year:  Collection:  Browse: 

DTU Folder:    Send Validated Files to DTU

Selected Files

#	↑ Name	↓ Path
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# TSDS Submission Process

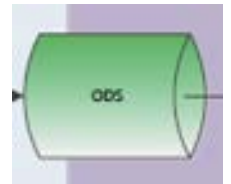
Step 2: Zip interchange files

Step 3: Upload Zipped File to eDM Data Loads (use collection 2019 FALL1)

Step 4: If this is not the first time data is loaded, you **may** need to do a “Delete Utility”. See section on Delete Utility.

Step 5: Batch Validated Files 

Inserts New Records, \*Updates records, Does not Delete Records



## TSDS Application: eData Manager (eDM)



- Menu
- Home
- File Manager
- Batch Manager
- Delete Utility
- Interchange Menu
- Interchange Upload
- External Links
- Texas Student Data System
- Texas Education Agency

**System Message**  
**IMPORTANT:** Files must be placed in a batch in order to have their data loaded into the system. Files in

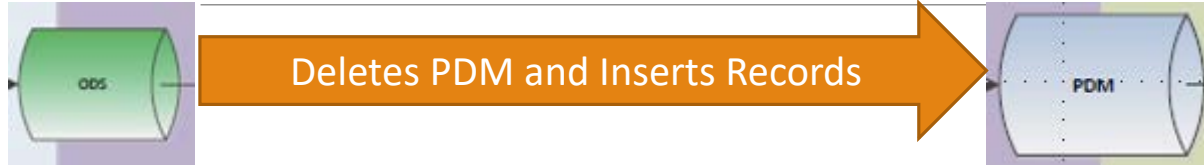
### Upload Interchange Files

Interchange Collection: 2019 FALL1

File 1:	Choose File	No file chosen
File 2:	Choose File	No file chosen
File 3:	Choose File	No file chosen
File 4:	Choose File	No file chosen
File 5:	Choose File	No file chosen

# TSDS Submission Process

Step 6: Promote All Categories in TSDS PEIMS 2018-2019 FALL First



Step 7: Validate All Categories (clear Fatais, review Special Warnings/Warnings)

Step 8: Generate Reports and Distribute for Verification

## TSDS Application: TSDS PEIMS

The screenshot shows the TSDS PEIMS application interface. At the top, a user header displays 'diana.perez2 (0)' and 'dperez@esc1.net'. A dropdown menu shows the current year '2018-2019'. The TSDS logo and 'texas student data system' are visible. The navigation menu includes 'Data Promotions', 'Validations', 'Prepare / Finalize Submission', 'Access Data', 'View Reports', and 'Administra'. The main content area is titled 'Home » Promote Loaded Data' and 'Promote Loaded Data'. It features two dropdown menus: 'LEA/Campus:' with 'All LEA Data' selected, and 'Categories:' with 'Select' selected. Below these is a 'Subcategories:' section with a large empty list box. To the right of this list are four buttons: 'Add', 'Add All', 'Remove', and 'Remove All'. Further right is a 'Subcategories Selected:' section with another empty list box. At the bottom, there is a 'Data Promotion Name:' input field and two buttons: 'Next' and 'Reset'.



# TSDS Submission Process

Step 9: If you need to make corrections start with Step 1

Step 10: Complete the Fall Submission by **November 29<sup>th</sup>**

Step 11: Superintendent Approves the Submission

Step 12: ESC Accepts the submission

Step 13: District determines if Resubmission is needed  
**(Due date January 10th)**

The screenshot displays the TSDS Application: TSDS PEIMS interface. At the top, a yellow banner reads "TSDS Application: TSDS PEIMS". Below this is a dark blue header with user information: "diana.perez2 (0)" and "dperez@esc1.net". To the right are links for "Support", "Help", and "Exit". A secondary blue bar contains filters for "2018-2019", "FALL", "First", and a "GO" button. The main content area features the "tsds" logo (texas student data system) and "tsdsPEIMS" logo. A navigation menu includes "Data Promotions", "Validations", "Prepare / Finalize Submission" (highlighted), "Access Data", "View Reports", and "Administration". Below the menu, a breadcrumb trail shows "Home » Prepare/Finalize Submission". The main heading is "Prepare/Finalize Submission" with a "Campus Overview" button and a refresh icon. Underneath is a "LEA View" section with a table of submission details:

LEA Collection Status:		<input type="button" value="Complete"/>
LEA SOA Status:		
Organization Name:		
Organization ID:		
School Year:	2018-2019	
Submission:	First	
Collection:	Fall	
Total Fatal Errors:	0	



# Closer Look: Step 6 Promotion: Categories vs Interchanges

<b>Category</b>	<b>Subcategory</b>	<b>Interchange</b>
Education Organization	Local Education Agency	InterchangeEducationOrganizationExtension
Education Organization	Campus	
Education Organization	SSA Organization Association	InterchangeSSAOrganizationAssociationExtension
Finance	Budget	InterchangeFinanceExtension
Staff	Staff Basic Information	InterchangeStaffAssociationExtension
Staff	Employment-Payroll Summary	
Staff	Payroll	
Staff	Contracted Instructional Staff	
Staff	Responsibility	



# Closer Look: Step 7 Validation

Fatals (must be corrected)

Special Warnings and Warnings should be reviewed and if necessary corrected

TEDS Section 8.5 PEIMS Business Rules & Validations -

[https://www.texasstudentdatasystem.org/TSDS/TEDS/1819A/PEIMS\\_Data\\_Standards/](https://www.texasstudentdatasystem.org/TSDS/TEDS/1819A/PEIMS_Data_Standards/)

Ex:

Category	Subcategory	Severity	Message
Staff	Responsibility	Fatal	30090-0105: If SERVICE-ID is a Physical Education course ("02530002", "02530003", "02850000", "03823000", "PES00052", "PES00053", "PES00054", "PES00055", "82200XXX", "82930XXX", "83200XXX", or "84200XXX"), and NUMBER-STUDENTS-IN-CLASS is greater than 0, then the following fields must not be blank: NUMBER-DAYS-TAUGHT-WEEK-1, NUMBER-DAYS-TAUGHT-WEEK-2, NUMBER-DAYS-TAUGHT-WEEK-3, NUMBER-DAYS-TAUGHT-WEEK-4, NUMBER-MINUTES-TAUGHT-WEEK-1, NUMBER-MINUTES-TAUGHT-WEEK-2, NUMBER-MINUTES-TAUGHT-WEEK-3, and NUMBER-MINUTES-TAUGHT-WEEK-4. <b>Data:</b> NUMBER-STUDENTS-IN-CLASS: 1, NUMBER-DAYS-TAUGHT-WEEK-1: 5, NUMBER-DAYS-TAUGHT-WEEK-2: 4, NUMBER-DAYS-TAUGHT-WEEK-3: [null], NUMBER-DAYS-TAUGHT-WEEK-4: [null], NUMBER-MINUTES-TAUGHT-WEEK-1: [null], NUMBER-MINUTES-TAUGHT-WEEK-2: [null], NUMBER-MINUTES-TAUGHT-WEEK-3: [null], NUMBER-MINUTES-TAUGHT-WEEK-4: [null] <b>Identifying Info:</b> _____, CASTILLO, _____-A _____, 087, 03823000, _____

TX-NumberDaysTaughtWeek1, TX-NumberDaysTaughtWeek2, TX-NumberDaysTaughtWeek3, TX-NumberDaysTaughtWeek4, and TX-NumberMinutesTaughtWeek1, TX-NumberMinutesTaughtWeek2, TX-NumberMinutesTaughtWeek3, and TX-NumberMinutesTaughtWeek4 must be reported for Physical Education courses having TX-NumberOfStudentsInClass greater than 0.



# Closer Look: Step 7 Validation

Ex:

Staff	Responsibility	Fatal	30090-0104: If ROLE-ID is "008", then MONTHLY-MINUTES must not be blank. <b>Data:</b> MONTHLY-MINUTES: [null] <b>Identifying Info:</b> [REDACTED] GARCIA, [REDACTED], 008, SS007000, ++++++
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For a staff responsibility where TX-StaffRole is "Counselor" (008), TXMonthlyMinutes must be provided.

Staff	Staff Basic Information	Fatal	30040-0051: For each staff person, at least one of the following must be reported: a professional or paraprofessional ROLE-ID with staff responsibility data or an AUXILIARY-ROLE-ID with staff employment payroll summary data. <b>Data:</b> ROLE-ID: [null], AUXILIARY-ROLE-ID: [null] <b>Identifying Info:</b> 1 [REDACTED] NOHEMI, [REDACTED]
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Each staff person must be reported with a TX-StaffRole on responsibility data and/or a TX-AuxiliaryRoleID on staff employment payroll summary data (30050 StaffEducationOrgEmploymentAssociationExtension complex type).



# Closer Look: Step 8 Reports

TSDS Group	TSDS Subgroup	TSDS Report #	TSDS Report Name	Bundle	ESC	District	Campus
Standard Reports	Budget	PDM1-100-001	Budget Expenditures by Function		✓	✓	✓
Standard Reports	Budget	PDM1-100-002	Budget Summary by Object	✓	✓	✓	✓
Standard Reports	Budget	PDM1-100-003	Budgeted Receipts & Disbursements		✓	✓	✓
Standard Reports	Budget	PDM1-100-004	Budgeted Revenues by Fund & Object		✓	✓	
Standard Reports	Budget	PDM1-100-005	Budgeted Change in Fund Balance		✓	✓	
Standard Reports	Budget	PDM1-100-006	Budgeted Expenditures by Fund & Object Within Function		✓	✓	✓
Standard Reports	Budget	PDM1-100-007	Budgeted Expenditures by Program & Object Within Function -- Both, General Fund, or Special Revenue Fund		✓	✓	✓
Standard Reports	Budget	PDM1-100-008	Combined Statement of Revenues		✓	✓	✓
Standard Reports	Budget	PDM1-100-009	Budget Data Review	✓	✓	✓	✓
Standard Reports	Budget	PDM1-100-010	Budgeted Expenditures by Program & Object Within Detail Function		✓	✓	✓
Standard Reports	Budget	PDM1-100-011	Budgeted Expenditures by Function & Object -- All Funds, General Funds Only, or All Reports		✓	✓	✓
Standard Reports	Budget	PDM1-100-012	Fall Financial Accountability Rating Indicators			✓	
Standard Reports	Budget	PDM1-100-013	Budget Financial Data		✓	✓	✓
Standard Reports	Budget	PDM1-100-014	Shared Services Arrangement		✓	✓	✓
Standard Reports	Budget Allocation	PDM1-101-001	Budget Appropriations by Program & Object within Function			✓	
Standard Reports	Budget Allocation	PDM1-101-002	Budget Allocation Matrices			✓	
Standard Reports	Budget Allocation	PDM1-101-003	Budget Compliance Report -- Allocated Funds Only, Unallocated Funds Only, or All Reports			✓	✓
Standard Reports	Budget Allocation	PDM1-101-004	Budget Allocation		✓	✓	✓

Reminder: Click on PEIMS Reports Help if you have questions on report.



# Closer Look: Step 8 Reports

TSDS Group	TSDS Subgroup	TSDS Report #	TSDS Report Name	Bundle	ESC	District	Campus
Standard Reports	Organization Reports	PDM1-116-004	National School Lunch Program (NSLP) Indicator			✓	✓
Standard Reports	Staff	PDM1-110-001	Staff Counts and Totals	✓	✓	✓	✓
Standard Reports	Staff	PDM1-110-004	Staff FTE Summary	✓	✓	✓	✓
Standard Reports	Staff	PDM1-110-005	Student and Staff Counts by Service ID		✓	✓	✓
Standard Reports	Staff	PDM1-110-006	Staff FTE by Role	✓	✓	✓	✓
Standard Reports	Staff	PDM1-110-007	Payroll Information by Program Intent Codes PIC 21 thru 25		✓	✓	
Standard Reports	Staff Sensitive	PDM1-111-001	Individual Staff Profiles		✓	✓	✓
Standard Reports	Staff Sensitive	PDM1-111-002	Staff Roster		✓	✓	✓
Standard Reports	Staff Sensitive	PDM1-111-003	Class Size by Staff & Service ID		✓	✓	✓
Standard Reports	Staff Sensitive	PDM1-111-004	Non-Classroom Responsibility Data		✓	✓	✓

Home » View Reports

[View Reports](#)

[PEIMS Reports Help](#)

Reminder: Click on PEIMS Reports Help if you have questions on report.



# Closer Look: Step 4 Delete Utility



1. If you need to remove record(s), access the Delete Utility Reload Guide 2017-2018 (PDF) to see which category to delete and what interchange to reload  
[https://www.texasstudentdatasystem.org/TSDS/TEDS/TEDS Latest Release/](https://www.texasstudentdatasystem.org/TSDS/TEDS/TEDS_Latest_Release/)
2. From eDM, click Delete Utility > New Delete Request > Select 2019 FALL1 – Data Collection > Select category
3. Go back to Step 1 in the TSDS Submission process

Delete All PEIMS Student Program Data

Delete PEIMS - Staff Category

Delete PEIMS - Student Category

Delete PEIMS Fall - LEA

Delete PEIMS Finance - LEA

Delete PEIMS Student Program Data by Specific Student

Delete Staff Record For PEIMS

Delete Student Record For PEIMS



# Closer Look: Step 4 Delete Utility



If you need to make corrections to data:

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1. Recreate the interchange file that contains the corrections
2. Access “Field Validation Rule Interchange Guide” to see if the element you need to correct is a “Unique Data Element”  
[https://www.texasstudentdatasystem.org/TSDS/TEDS/TEDS\\_Latest\\_Release/](https://www.texasstudentdatasystem.org/TSDS/TEDS/TEDS_Latest_Release/)
  - if NOT, then no need to use the “Delete Utility”. Just reload interchange.
  - if YES then Access the “Delete Utility Reload Guide 2017-2018 (PDF)” to see what category to delete and what interchange to reload  
[https://www.texasstudentdatasystem.org/TSDS/TEDS/TEDS\\_Latest\\_Release/](https://www.texasstudentdatasystem.org/TSDS/TEDS/TEDS_Latest_Release/)
    - From eDM, click Delete Utility > New Delete Request > Select 2019 FALL1 – Data Collection > Select category
    - Go back to Step 1 in the TSDS Submission process





# Resources

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Financial Accountability System Resource Guide (FASRG):

<https://tea.texas.gov/index2.aspx?id=25769817568>

Region One Education Service Center <http://www.esc1.net/Page/1691>

TAPR: <https://tea.texas.gov/perfreport/tapr/index.html>

TEA: <http://www.tea.state.tx.us/>

TEDS [https://www.texasstudentdatasystem.org/TSDS/TEDS/TEDS\\_Latest\\_Release/](https://www.texasstudentdatasystem.org/TSDS/TEDS/TEDS_Latest_Release/)

# Region One ESC PEIMS Support

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