

New PEIMS Coordinator/Specialist Checklist

- Make sure all relevant staff have TEAL (Texas Education Agency Login) Accounts
<https://pryor.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet>
 - Request access to the following Roles for yourself:
 - Unique-ID LEA, ODS Data Loader, TIMS Level 1 Support, PEIMS Data Completer
 - Verify Superintendent has Role: PEIMS Data Approver
- Review PEIMS TEDS (Texas Education Data Standards) Section, Reporting requirements, Business rules and Edits.
http://www.texasstudentdatasystem.org/TSDS/TEDS/ESCs_LEAs_Using_PEIMS/
- Download updated Student Attendance Accounting Handbook. Review and distribute sections as needed.
http://tea.texas.gov/Finance_and_Grants/Financial_Compliance/Student_Attendance_Accounting_Handbook/
- Review Unique ID Process in TEAL – Required for both Student and Staff
- Review TIMS (TSDS Incident Management System) in TEAL process
- Request access to TEASE Edit + > PET (PID Enrollment Tracking)
http://tea.texas.gov/Reports_and_Data/Data_Submission/PEIMS/PEIMS_EDIT_Plus/PEIMS_EDIT/
- Download .NET software in order to upload PET (in Edit + web software)
- Download XML Editor (Notepad ++ is free) <https://notepad-plus-plus.org/>
- Download Validation Tool (in TEAL > TSDS)
- Sign up for TEA correspondence
https://public.govdelivery.com/accounts/TXTEA/subscriber/new?topic_id=TXTEA_5
- Schedule Fall/Spring meetings with your staff
- Sign up for any vendor state reporting calls they host
- Verify with your Student and Finance Information Systems vendor that they will be applying the necessary updates to meet state reporting procedures in time for collection due dates
- Develop internal timelines that meet Fall, Extended, Mid-Year, Summer
- Review update Local Procedures Manual for PEIMS, Attendance, Leaver
- Update your campus/department contact list
- Review Ask TED campus list: <http://mansfield.tea.state.tx.us/tea.askted.web/Forms/Home.aspx>
- Setup your Favorites List:
 - TEA Website <http://tea.texas.gov/>
 - TEDS http://www.texasstudentdatasystem.org/TSDS/TEDS/ESCs_LEAs_Using_PEIMS/
 - TEAL <https://pryor.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet>
 - Region One <http://www.esc1.net/site/Default.aspx?PageID=832>

