TSDS PEIMS Course:
TSDS PEIMS Application
Course Agenda

- Review TSDS Portal and PEIMS Application Roles
- TSDS High Level End User Process Map Overview
- PEIMS Overview
- PEIMS Navigation
- Promoting Loaded Data
- Monitor Data Promotion
- Validations
- Searching Validations
- Accessing Data
- Viewing TSDS Reports
- Prepare and Finalize
- Completing the Data Submission
- Approving Data Submission
- Accepting the Data Submission
- TEA PEIMS Administrative Functions
Course Objectives

The participant will be able to:

- Describe the TSDS PEIMS Application functionality
- Manage and monitor the Data Loading Process with the TSDS PEIMS Application
- Access and Export Data from the PEIMS Application
- Run the TSDS PEIMS Reports
- Request an extension from TEA
- Understand the Approval and Acceptance Process
- Understand TEA’s administrative functions
Prerequisites that are needed prior to this training:

Training Prerequisites:
- Participants should attend the TSDS PEIMS and Technical Course 1: TSDS Overview and TSDS High Level End User Process Map training
- Participants will have a prior knowledge of how to load the ODS
- Participants will have prior knowledge of the legacy PEIMS (EDIT+) data submission requirements and approval processes

Technical Prerequisites:
- Participants will need a TEAL ID with access to the PEIMS Application.
- Participants will have a working knowledge of TEDS
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDW (Education Data Warehouse)</td>
<td>This is the single data repository that feeds the PEIMS and the studentGPS collections</td>
</tr>
<tr>
<td>DTU (Data Transfer Utility)</td>
<td>The DTU is an FTP client that transfers files stored at the LEA to the eData Manager (eDM)</td>
</tr>
<tr>
<td>eDM (eData Manager)</td>
<td>The portal through which LEAs can manually submit data and monitor data submissions</td>
</tr>
<tr>
<td>ETL</td>
<td>ETL means Extract, Transform, Load. This refers to the process of moving data from one system to another (like SIS to ODS) and transforming the data to meet the requirements of the destination environment</td>
</tr>
<tr>
<td>ODS (Operational Data Store)</td>
<td>This is the actual data warehouse in the TSDS system</td>
</tr>
<tr>
<td>PDM (PEIMS Data Mart)</td>
<td>The PDM is the data mart that pulls data from the ODS and directly feeds the PEIMS application</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>DDM (Dashboard Data Mart)</td>
<td>The DDM is the data mart that pulls data from the ODS and directly updates the studentGPS™ Dashboards</td>
</tr>
<tr>
<td>XML Interchange File</td>
<td>TEA uses XML Interchange Files as the vehicle to transfer data</td>
</tr>
<tr>
<td>Data Promotion</td>
<td>The process where data is extracted from the ODS and is transferred do the PEIMS Data Mart</td>
</tr>
</tbody>
</table>
TSDS Portal and PEIMS Application Roles
Let’s take a look at five roles and see how the Portal and PEIMS application views differ.

- PEIMS Data Promoter
- PEIMS Data Submitter
- PEIMS Data Completer
- PEIMS Data Approver (LEA)
- PEIMS Data Accepter (ESC)

Remember that a user can have a combination of roles, which will alter the user’s views and privileges.

- On two of the PEIMS Roles we have included the ODS Data Loader role.
The PEIMS Data Promoter Role can:

- Schedule Data Promotion
- View all PEIMS Data Collections
- Search PEIMS Data

The PEIMS Data Promoter Role cannot:

- Validate PEIMS Data
- Generate Reports
- Download Data
- Mark Data Ready
- Complete Data
PEIMS Data Submitter and ODS Data Loader Role: Portal View

- The PEIMS Data Submitter has privileges to Promote Loaded Data, Validate and Search the Data and View the Reports.
- Manage Data Loads is associated with the ODS Data Loader Role.
PEIMS Data Submitter and ODS Data Loader Role: PEIMS Application View

- PEIMS Data Submitter has access to the Data Promotions, Validations, Prepare/Finalize Submission, Access Data and View Reports tab

- The PEIMS Data Submitter can promote PEIMS Data into the PDM and validate the PEIMS Data, search the Data but can’t mark the data complete.
PEIMS Data Completer and ODS Data Loader Role: Portal View

- The Data Completer has portal links to Promote Loaded Data, Prepare/Finalize Data and View Reports.
- Manage Data Loads is associated with the ODS Data Loader Role.
PEIMS Data Completer and ODS Data Loader Role: PEIMS Application View

- The PEIMS Data Completer has access to Data Promotions, Validations, Prepare/Finalize Submission, Access Data and View Reports tab
- The PEIMS Data Completer can manage data promotions, validate and search the data, view reports and mark the data submission Complete for the LEA
PEIMS Data Approver: Portal View

- The PEIMS Data Approver has access to Prepare/Finalize Data and View Reports within the Portal.
- The PEIMS Data Approver at the LEA is role used for the Superintendent to Approve the PEIMS data submission.
PEIMS Data Approver: PEIMS Application View

- The PEIMS Data Approver has access to the Prepare/Finalize Submission, Access Data, View Reports and Administration tabs.

- The PEIMS Data Approver at the LEA is a role used for the Superintendent to Approve the PEIMS data submission.
PEIMS Data Accepeter: Portal View

- This role has access to view and run reports, and accept/reject the ESC PEIMS data collection
- If the user also has the "ESC Access to LEA Data" permission, then the user can also accept/reject the collections for LEAs belonging to their ESC
PEIMS Data Acceptor: PEIMS Application View

- This role has access to view, run reports, and accept/reject the ESC PEIMS data collection

- If the user also has the "ESC Access to LEA Data" permission, then the user can also accept/reject the collections for LEAs belonging to their ESC
TSDS High Level End User Process Map Overview
Loading data from the ODS to the PDM
Prepare/Finalize TSDS PEIMS Submission

- PEIMS Action Points:
  - TSDS Reports
  - LEA or ESC Marks Data Complete
  - Superintendent or ESC Director approves data
  - ESC accepts data
  - Submission has been finalized
The PEIMS Application allows the end users to promote data from the Operation Data Store (ODS) to the PEIMS Data Mart (PDM)

Users can manage the quality of the TSDS PEIMS Data Submission through Validations and the QA Reports

Users can manage and monitor the LEA or ESC acceptance and approval process
Accessing PDM

Welcome

The Texas Student Data System (TSDS) is a data collection and reporting system that improves and standardizes Texas education data collection and management process and equips educators with timely, actionable, and historical student data to drive classroom and student success.

TSDS replaces and expands on the existing Public Education Information Management System (PEIMS).

It includes the optional StudentGPS™ Dashboards, which provide an easy-to-understand picture of how a student is...

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.
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.

Get Started with PEIMS

- Promote Loaded Data
- Validate Submission
- Prepare/Finalize Submission
- View Reports
Select the school year, fall and first collection from the upper right hand corner of the PEIMS application. Select GO.
The Public Education Information Management 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. Visit the Texas Education Data Standards site to learn more about how to submit data to TSDS PEIMS.
PEIMS: Promote Loaded Data
Select the LEA if needed, select the Categories and Subcategories

Type a Data Promotion Name

Click Next or Reset
## Monitor Data Promotions

*Data promotion details are promoted for Sample data promotion*

### Show Search Criteria

<table>
<thead>
<tr>
<th>Data Promotion Name</th>
<th>Collection</th>
<th>Submission</th>
<th>Scheduled By</th>
<th>Scheduled At</th>
<th>Status</th>
<th>Error Report</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample data promotion</td>
<td>FALL</td>
<td>First</td>
<td>candice.littleton</td>
<td>11/19/2014 12:08:14</td>
<td>IN PROGRESS</td>
<td>View</td>
<td></td>
</tr>
<tr>
<td>ben.verlander_10202014_112029</td>
<td>FALL</td>
<td>First</td>
<td>ben.verlander</td>
<td>10/20/2014 11:20:41</td>
<td>COMPLETED</td>
<td>View</td>
<td></td>
</tr>
</tbody>
</table>
Monitor Data Promotion
Monitor Data Promotions Menu Link

The Performance Information Management 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. Visit the Texas Education Data Standards site to learn more about how to submit data to TSDS PEIMS.

My On Screen Messages

Search Table: 

<table>
<thead>
<tr>
<th>Sender</th>
<th>Subject</th>
<th>Message</th>
<th>Active From</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Messages to Display</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Monitor Data Promotions

#### Data Promotion Information

<table>
<thead>
<tr>
<th>Data Promotion Name</th>
<th>Collection</th>
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<td>10/20/2014 11:20:41</td>
<td>COMPLETED</td>
<td>View</td>
</tr>
<tr>
<td>ben.verlander_10202014_110957</td>
<td>FALL</td>
<td>First</td>
<td>ben.verlander</td>
<td>10/20/2014 11:10:27</td>
<td>COMPLETED</td>
<td>View</td>
</tr>
</tbody>
</table>

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The Data Promotion Status can be:

- **In Progress**—the data is being processed
- **Completed**—the data has completed processing
- **Completed with errors**—The data completed but errors were identified
- **Failed**—the system found primary key constraints that are not in ODS but exist in the PEIMS Data Mart. Records that did not load would be listed here.
Click on the Data Promotion Name to show the detail view.

Click on View to see the Error Report.
## Monitor Data Promotions

### Show Search Criteria

**Show** 50 entries

**Search Table:**

### Data Promotion Details

<table>
<thead>
<tr>
<th>Data Promotion Name</th>
<th>Collection</th>
<th>Submission</th>
<th>Scheduled By</th>
<th>Scheduled At</th>
<th>Status</th>
<th>Error Report</th>
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<tr>
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<td>First</td>
<td>candice.littleton</td>
<td>11/19/2014 12:08:14</td>
<td>COMPLETED</td>
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<td>First</td>
<td>ben.verlander</td>
<td>10/20/2014 11:10:27</td>
<td>COMPLETED</td>
<td>View</td>
</tr>
</tbody>
</table>
# LEA Data Load Errors

<table>
<thead>
<tr>
<th>Category</th>
<th>Subcategory</th>
<th>Severity</th>
<th>Message</th>
</tr>
</thead>
</table>

No records to Display

Showing 0 to 0 of 0 entries
Guided Practice Activity #1: Data Promotions
**Guided Practice Activity #1: Scheduling Data Promotions**

**TASK:** You will be working with your actual district data in the PEIMS Application, to promote data to the PDM and monitor the data promotion. You will interact directly with the software to promote and monitor your data. Use the instructions in the Guided Practice Activities document to help you get started.

Let’s log in to TEAL to begin. You will need to use the logins provided at the training session to complete this task.

**Click Here to Begin**
Validations
Choose Validate Submission Data
Validate Submission Data

Choose your categories, subcategories or choose All Categories, then click add or add all.

The user may select to validate for Fatals, Warnings or Special Warnings

Type a Validation name then click Next
The user may select only the Fatal check box and the system will validate the data only for Fatal errors.
Confirm Validations

**Confirm Data Validation**

- **School Year:** 2014
- **Collection:** FALL
- **Submission:** First
- **Organization:** TEA - Statewide Data Initiatives/PEIMS
- **Data Validation Name:** Sample Validation

**Summary of Selected Category List**

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Categories/Subcategories</th>
</tr>
</thead>
</table>
| TEA - Statewide Data Initiatives/PEIMS | Student/Student Basic Information  
|                     | Student/School Leaver                                       |
|                     | Student/Special Education Program                            |
|                     | Student/Career and Technical Program                         |
|                     | Student/Career and Technical Course                          |
|                     | Student/Enrollment                                            |
|                     | Staff/Responsibility                                          |
|                     | Staff/Staff Basic Information                                 |
|                     | Staff/Contracted Instructional Staff                          |
|                     | Staff/Employment – Payroll Summary                            |

**Actions**

- Review the Submission details
- Review the categories and subcategories
- Select Submit, Cancel or Back
Once your data has been submitted for validation, the user can Monitor the Data Validations.

Click Monitor Data Validations under the Validations tab.
Once your data has been submitted for validation, the system will return a status of In Progress, Completed or Completed with Errors.

Click the LEA Validation Errors button to view the validation errors or click view next to the specific job to see the validation error for that job only.
Once your data has been validated, you can download your validation errors to an Excel file, PDF file or you can print the file.

The column headers are sortable.
The user can view the count of errors by severity by clicking on Validation Rules Severity Count.
The user can select how many of each type of Validation errors they wish to see displayed on the screen at one time. In this case, we are showing 5 Fatal errors.

The bottom of the page indicates that we are displaying 5 of 7 Fatal error.
Searching Validations
Under Validations click Search Validation Requests and then select Show Search Criteria.
Monitor Data Validations: Search Criteria

Select the School Year, Collection, Submission and Status

Select Search or Reset
Monitor Data Validation: Completed with Errors

Monitor Data Validations

Select the job name to see the Validation Request Details

<table>
<thead>
<tr>
<th>Data Validation Name</th>
<th>Collection</th>
<th>Submission</th>
<th>Scheduled By</th>
<th>Scheduled At</th>
<th>Status</th>
<th>Error Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>candice.littleton_11212014_144000</td>
<td>FALL</td>
<td>First</td>
<td>candice.littleton</td>
<td>11/21/2014 13:44:05</td>
<td>COMPLETED WITH ERRORS</td>
<td>View</td>
</tr>
<tr>
<td>Sample Validation</td>
<td>FALL</td>
<td>First</td>
<td>candice.littleton</td>
<td>11/21/2014 13:25:13</td>
<td>COMPLETED WITH ERRORS</td>
<td>View</td>
</tr>
</tbody>
</table>
Click View to see the error report
This screen displays the individual errors.

<table>
<thead>
<tr>
<th>Category</th>
<th>Subcategory</th>
<th>Severity</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>Staff Basic Information</td>
<td>Fatal</td>
<td>30040-0038: TX-UNIQUE-STAFF-ID must match an entry in the TSDS Unique ID system. Data: TX-UNIQUE-STAFF-ID: 2632678918 Identity Info: 701603, 2632678918, XXXXX0352, ESTES, NICHOLE</td>
</tr>
<tr>
<td>Staff</td>
<td>Staff Basic Information</td>
<td>Fatal</td>
<td>30040-0038: TX-UNIQUE-STAFF-ID must match an entry in the TSDS Unique ID system. Data: TX-UNIQUE-STAFF-ID: 4565921317 Identity Info: 701603, 4565921317, XXXXX7018, LONGORIA, DOUG</td>
</tr>
<tr>
<td>Staff</td>
<td>Staff Basic Information</td>
<td>Fatal</td>
<td>30040-0038: TX-UNIQUE-STAFF-ID must match an entry in the TSDS Unique ID system. Data: TX-UNIQUE-STAFF-ID: 1525366668 Identity Info: 701603, 1525366668, XXXXX8037, GONCHAROFF, JERRY</td>
</tr>
<tr>
<td>Staff</td>
<td>Staff Basic Information</td>
<td>Fatal</td>
<td>30040-0038: TX-UNIQUE-STAFF-ID must match an entry in the TSDS Unique ID system. Data: TX-UNIQUE-STAFF-ID: 3824531934 Identity Info: 701603, 3824531934, XXXXX0404, LEE, GARY</td>
</tr>
</tbody>
</table>
- Go back to Monitor Data Validations on the Validations Tab
- To see all of the Validation errors for your LEA, click the LEA Validation Errors button

### Monitor Data Validations

<table>
<thead>
<tr>
<th>Data Validation Name</th>
<th>Collection</th>
<th>Submission</th>
<th>Scheduled By</th>
<th>Scheduled At</th>
<th>Status</th>
<th>Error Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>candice.littleton_11212014_014400</td>
<td>FALL</td>
<td>First</td>
<td>candice.littleton</td>
<td>11/21/2014 13:44:05</td>
<td>COMPLETED WITH ERRORS</td>
<td>View</td>
</tr>
<tr>
<td>Sample Validation</td>
<td>FALL</td>
<td>First</td>
<td>candice.littleton</td>
<td>11/21/2014 13:25:13</td>
<td>COMPLETED WITH ERRORS</td>
<td>View</td>
</tr>
<tr>
<td>Ben.Verlander_11192014_040703</td>
<td>FALL</td>
<td>First</td>
<td>ben.verlander</td>
<td>11/19/2014 16:07:04</td>
<td>COMPLETED WITH ERRORS</td>
<td>View</td>
</tr>
</tbody>
</table>
The LEA Validation Errors are displayed

### LEA Validation Errors

<table>
<thead>
<tr>
<th>Category</th>
<th>Subcategory</th>
<th>Severity</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Organization</td>
<td>Campus</td>
<td>Special Warning</td>
<td>10020-0015: For each campus registered with TEA as an active instructional campus, excluding DAEPs and budgeted campuses, there should be at least one student enrollment with a matching CAMPUS-ID-OF-ENROLLMENT. Data: CAMPUS-ID: 701603002 Identity Info: 701603, 2014, FALL, 1, 701603002</td>
</tr>
<tr>
<td>Education Organization</td>
<td>Campus</td>
<td>Special Warning</td>
<td>10020-0014: For each campus registered with TEA as an active instructional campus, there should be student data for each student served by the Local Education Agency Data: CAMPUS-ID: 701603002 Identity Info: 701603, 2014, FALL, 1, 701603002</td>
</tr>
</tbody>
</table>
The following Error Message in TSDS PEIMS may have multiple error message variations

- Edit: 40110-000B: For a student Enrollment (Student School Association), the following must be provided: TX-UNIQUE-STUDENT-ID, CAMPUS-ID, GRADE-LEVEL-CODE, and STUDENT-ATTRIBUTION-CODE.

Therefore, the edit numbers would be displayed as follows:

- 40110-000B_1: (Error Message goes here.)
- 40110-000B_2:
- 40110-000B_3:

See the next slide for the examples
Validation Error Messages

If the Campus ID was missing, the error message would read:

- **40110-000B_1**: For a student Enrollment (Student School Association), the following must be provided: TX-UNIQUE-STUDENT-ID, CAMPUS-ID, GRADE-LEVEL-CODE, and STUDENT-ATTRIBUTION-CODE.
- **Data**: CAMPUS-ID: null
- **Identity Info**: 2014, 701603, 123456789, XXXXX0123, Learner, Student

If the Grade level Code was missing, the error message would read:

- **40110-000B_2**: For a student Enrollment (Student School Association), the following must be provided: TX-UNIQUE-STUDENT-ID, CAMPUS-ID, GRADE-LEVEL-CODE, and STUDENT-ATTRIBUTION-CODE.
- **Data**: GRADE-LEVEL-CODE: null
- **Identity Info**: 2014, 701603, 123456789, XXXXX0123, Learner, Student
If the Student-Attribution-Code was missing, the error message would read:

- 40110-000B_3: For a student Enrollment (Student School Association), the following must be provided: TX-UNIQUE-STUDENT-ID, CAMPUS-ID, GRADE-LEVEL-CODE, and STUDENT-ATTRIBUTION-CODE.
- Data: STUDENT-ATTRIBUTION-CODE: null
- Identity Info: 2014, 701603, 123456789, XXXXX0123, Learner, Student
Guided Practice Activity #2:
Searching for Validations
**TASK:** You will be working with your actual district data in the PEIMS Application, to search for data validations. You will interact directly with the software to search your data. Use the instructions in the Guided Practice Activities document to help you get started.

Let’s log in to TEAL with the PEIMS Data Submitter role to begin. You will need to use the logins provided at the training session to complete this task.
Accessing the Data
Access Data Tab: Search Data

- Use the Access Data tab to search for PEIMS data or Search Student Roster
- Use the PDF, XLS or Print button to download or print the data
- Click Search Data
Select your Category

Search Criteria

Categories: Select, Staff, Finance, Education Organization, Student

Search
Select a Subcategory

- The Subcategory select box will be activated
- Select the Subcategory and select Search
The appropriate Search Criteria options will display.

Enter one of the fields to search the data and click search.

The more information you can provide the more accurate the result.

The * asterisk means the first 1000 matching rows will be returned.
Selecting the School Leaver subcategory displays only one search criteria: Student UID.

The search criteria will vary depending on the Subcategory selected.
When the user selects a Subcategory such as Enrollment, the Additional Subselection category will be activated.

Choose Campus or Program and click Search.
On the Access Data tab, click Search Student Roster.
The more information you can provide the more accurate the result.

The * asterisk means the first 1000 matching rows will be returned.
Viewing TSDS PEIMS Reports
- The View Reports tab in TSDS PEIMS will allow the user to view reports which are similar to the legacy PEIMS reports.
- The user can view Standard Reports, Special Reports, and Student Leaver Reports.
- The report names or parameters may vary slightly from the legacy PEIMS reporting conventions.
Click the drop down and select the report.
The reporting categories are very similar to PEIMS legacy reports.

The Standard and Special reports are available at any time and reflect the current state of the data whether the collections has been completed or not.

The Standard Reports are the core group of PEIMS reports.

The Special Reports are summary reports that help completers, approvers, and accepters review a collection.
The Student Leaver reports are individual LEA reports that use data from across the state to help LEAs identify their leavers. These reports are only available in each submission after the submission is closed and TEA has performed the leaver calculations.

They only display finalized submission data.

Click the name of the report and click run.
Let’s take a look at the Standard Reports available under: Student
Select Student
View Reports

Standard Reports

The core group of PEIMS reports. Availability: These reports are available at any time and reflect the current state of the data.

<table>
<thead>
<tr>
<th>Report #</th>
<th>Report Name</th>
<th>XLS</th>
<th>PDF</th>
<th>CSV</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDM3-120-001</td>
<td>Student Roster Summary by Early Reading Indicator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDM3-120-002</td>
<td>Migrant Students by Grade</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDM3-120-003</td>
<td>Campus ID of Accountability Roster</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDM3-120-004</td>
<td>Disaggregation of PEIMS Summer Attendance Data</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDM3-120-005</td>
<td>Student Crisis Code Roster</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDM3-120-006</td>
<td>Students Participating in Regional Day School Program for the Deaf</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>PDM3-120-007</td>
<td>Student Indicator Report by Grade</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDM3-120-008</td>
<td>Students with Dual Credit Courses And College Credit Hours</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>PDM3-120-009</td>
<td>Student Foundation High School Program Roster by Grade</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDM3-120-012</td>
<td>Attendance Data</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
You have successfully initiated report PDM3-120-001. Once it has generated, click the hyperlinked report name to view your report.

### Standard Reports

The core group of PEIMS reports. Availability: These reports are available at any time and reflect the current state of the data.

#### Student

<table>
<thead>
<tr>
<th>Report #</th>
<th>Report Name</th>
<th>XLS Status</th>
<th>XLS Run</th>
<th>PDF Status</th>
<th>PDF Run</th>
<th>CSV Status</th>
<th>CSV Run</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDM3-120-001</td>
<td>Student Roster Summary by Early Reading Indicator</td>
<td></td>
<td></td>
<td>IN PROGRESS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDM3-120-002</td>
<td>Migrant Students by Grade</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDM3-120-003</td>
<td>Campus ID of Accountability Roster</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDM3-120-004</td>
<td>Disaggregation of PEIMS Summer Attendance Data</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDM3-120-005</td>
<td>Student Crisis Code Roster</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDM3-120-006</td>
<td>Students Participating in Regional Day School Program for the Deaf</td>
<td></td>
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</tr>
<tr>
<td>PDM3-120-007</td>
<td>Student Indicator Report by Grade</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>PDM3-120-008</td>
<td>Students with Dual Credit Courses And College Credit Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDM3-120-009</td>
<td>Student Foundation High School Program Roster by Grade</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDM3-120-012</td>
<td>Attendance Data</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
View Reports

You have successfully initiated report PDM1-120-003. Once it has generated, click the hyperlinked report name to view your report.

Standard Reports

The core group of PEIMS reports. Availability: These reports are available at any time and reflect the current state of the data.

<table>
<thead>
<tr>
<th>Report#</th>
<th>Report Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDM1-120-001</td>
<td>Students by Sex, Ethnicity, and Grade</td>
</tr>
<tr>
<td>PDM1-120-002</td>
<td>LEP/BIL/ESL and Parental Denial Students by Program and Grade</td>
</tr>
<tr>
<td>PDM1-120-003</td>
<td>Student Program Roster</td>
</tr>
<tr>
<td>PDM1-120-004</td>
<td>Student by ADA Eligibility and Grade</td>
</tr>
<tr>
<td>PDM1-120-005</td>
<td>Student Data Review</td>
</tr>
<tr>
<td>PDM1-120-006</td>
<td>Students Not Enrolled on Selected PEIMS Date</td>
</tr>
<tr>
<td>PDM1-120-007</td>
<td>Unreported Students Presumed At Risk</td>
</tr>
<tr>
<td>PDM1-120-008</td>
<td>&quot;Student Success Initiative&quot; Student Roster</td>
</tr>
<tr>
<td>PDM1-120-009</td>
<td>Disaggregation of PEIMS Student Data</td>
</tr>
<tr>
<td>PDM1-120-010</td>
<td>Campus ID of Accountability Roster</td>
</tr>
<tr>
<td>PDM1-120-011</td>
<td>Student Crisis Code Roster</td>
</tr>
<tr>
<td>PDM1-120-012</td>
<td>Student Indicator Report by Grade</td>
</tr>
<tr>
<td>PDM1-120-013</td>
<td>PK Student Roster</td>
</tr>
<tr>
<td>PDM1-120-014</td>
<td>QA Roster - Prior Year Student Data Roster</td>
</tr>
<tr>
<td>PDM1-120-015</td>
<td>Student Roster Summary by Early Reading Indicator</td>
</tr>
<tr>
<td>Student Name</td>
<td>Unique ID</td>
</tr>
</tbody>
</table>
Guided Practice Activity #3: Accessing Data and Viewing Reports
**TASK:** You will be working with your actual district data in the PEIMS Application, to access your data and view reports. You will interact directly with the software to search your data. Use the instructions in the Guided Practice Activities document to help you get started.

Let’s log in to TEAL with the PEIMS Data Submitter role to begin. You will need to use the logins provided at the training session to complete this task.
Prepare and Finalize
PEIMS Data Submitter View

- The prepare and finalize tab shows the detailed data status for the submission. We can see that the LEA Collection Status is Promoted and Unlocked.
- Only the PEIMS Data Completer can lock the collection.
Once a category is fatal free the PEIMS Data Submitter can select a category or categories and click Verify. This step is optional.

The PEIMS Campus Submitter and the PEIMS Data Submitter cannot mark the data ‘Complete’.

If the user selects a category and clicks Reset Verify the data status will revert to Promoted.
Completing the Data Submission
Once the data is free from all Fatal errors and all warnings and special warnings have been reviewed, the PEIMS Campus Submitter can mark the PEIMS data submission as ‘ready’ or ‘verified’ at the school level. This step is optional.

The PEIMS Campus Submitter cannot mark the data ‘Complete’.

The PEIMS Data Completer can lock out the campuses or schools when they are ready to complete the data submission.

At this point the LEA does not want any campus to make changes to the data.

This functionality is only associated with the PEIMS Data Completer role.
The PEIMS Campus Completer can mark the data ‘Complete’.

The PEIMS Data Completer can lock out the campuses or schools when they are ready to complete the data submission.

This functionality is only associated with the PEIMS Data Completer role.
Once a category is fatal free the PEIMS Data Completer also has permissions to select a category or categories and click Verify. This step is optional.

If the user selects a category and clicks Reset Verify the data status will revert to Promoted.
Complete or Reject the Data Submission

- The PEIMS Data Completer can review the data and mark it Complete.
- The data file must contain the entire district submission to mark it Complete.
- The system will now run validations again to be sure there are no fatal errors. If a category or subcategory has fatal errors the system will report this and they will need to be fixed before the data can be marked complete.
- The user will have to acknowledge the special warnings.
- The data can be marked complete with special warnings and warnings.
- If the data needs additional work, the PEIMS Data Completer can mark it rejected.
- Let’s look at the completion process on the next three slides.
**Prepare / Finalize Submission - LEA Data**

<table>
<thead>
<tr>
<th>LEA Collection Status:</th>
<th>✅ VALIDATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEA SOA Status:</td>
<td>Not Available</td>
</tr>
<tr>
<td>Organization Name:</td>
<td>TEA - Statewide Data Initiatives/PEIMS</td>
</tr>
<tr>
<td>Organization ID:</td>
<td>701603</td>
</tr>
<tr>
<td>School Year:</td>
<td>2014</td>
</tr>
<tr>
<td>Submission:</td>
<td>First</td>
</tr>
<tr>
<td>Collection:</td>
<td>Fall</td>
</tr>
<tr>
<td>Total Fatal Errors:</td>
<td>227</td>
</tr>
<tr>
<td>Total Subcategory Promoted:</td>
<td>15/15</td>
</tr>
<tr>
<td>Total Subcategory Validated:</td>
<td>14/15</td>
</tr>
</tbody>
</table>
Completion Process Status:

0% Validation Complete (0/15)

LEA Collection Status: COMPLETION IN PROGRESS

LEA SOA Status: Not Available

Organization Name: TEA - Statewide Data Initiatives/PEIMS

Organization ID: 701603

School Year: 2014
The Completion Status Message will be displayed on the screen in green text.
Guided Practice Activity #4: Completing the Data Submission
Guided Practice Activity #4: Completing the Data Submission

**TASK:** You will be working with your actual district data in the PEIMS Application, **to mark the submission complete**. You will interact directly with the software to search your data. Use the instructions in the Guided Practice Activities document to help you get started.

Let’s log in to TEAL with the PEIMS Data Completer role to begin. You will need to use the logins provided at the training session to complete this task.

Log into TEAL as the PEIMS Data Completer and select the Texas Student Data System Portal.

**Click Here to Begin**
Approving the Data Submission
Once all of the data has been review and marked ‘Complete’, the PEIMS Data Approver can mark the data ‘Approved’.

The LEA Approval process happens parallel with the Superintendent Approval Form (SOA).

If there are problems with the data the PEIMS Data Approver can ‘Reject’ the file.
The LEA Collection Status is Promoted. The collection cannot be finalized because it contains fatal errors.

Once the Data Submission is free from fatal errors the Approve and Reject buttons will turn blue and the Superintendent can approve the data submission.
The Superintendent logs into TEAL to sign the SOA for the PEIMS submission.

The Regional Education Service Center Executive Director would also sign the SOA from for the ESC PEIMS Data Submission.

There is only one person per LEA who can have SAF access.

This action runs parallel to the Approval action.
Requesting an Extension

- Only the Superintendent can request an extension.
- This will be part of the August release and won’t be visible in the current version of the PEIMS Data Mart.
- The district must have extenuating circumstances in order to receive an extension from TEA.
The Superintendent can request an extension.

Click the administration tab to view Request Collection Extensions.
Select the Collection

- Click Request Collection Extensions
- Select the Collection

[Image of the Request Collection Extensions page]
Select the Submission

![Image of the TSDS system with request collection extensions and options to select the submission]

- Select the Submission
Submitting the Request

- Enter the Data and the Reason
- Click Submit
Guided Practice Activity #5: Approving the Data Submission
**TASK:** You will be working with your actual district data in the PEIMS Application, to mark the submission as approved. You will interact directly with the software to search your data. Use the instructions in the Guided Practice Activities document to help you get started.

Let’s log in to TEAL with the PEIMS Data Approver role to begin. You will need to use the logins provided at the training session to complete this task.

Log into TEAL with the PEIMS Data Approver role and select the Texas Student Data System Portal.
Accepting the Data Submission
Accepting the Data Submission

- The PEIMS Data Accepter (ESC) can accept the LEA Data Submission.
- The ESC PEIMS coordinator will use TEAL role of PEIMS Data Accepter to perform this function.
- Currently the ESC can only see the LEA view for Acceptance.
- In August the ESC will be able to see the multi-district view which contains a list of all of the LEAs in their Region.
Once the ESC has validated its submission, the ESC PEIMS coordinator can mark the submission as Approved or Rejected.

Once the ESC data is fat free, the Approve or Reject buttons will turn blue.

![Image of the tSDS system showing the prepare/finalize submission interface with approval options.]
Click the LEA view to see the LEA PEIMS collection status.
Click the check box next to the LEA name and click Accept or Reject.
Guided Practice Activity #6: Accepting the Data Submission
Guided Practice Activity #6: Accepting the Data Submission

**TASK:** You will be working with your actual district data in the PEIMS Application, *to mark the submission as accepted*. You will interact directly with the software to search your data. Use the instructions in the Guided Practice Activities document to help you get started.

Let’s log in to TEAL with the PEIMS Data Accepter role to begin. You will need to use the logins provided at the training session to complete this task.

Log into TEAL with the PEIMS Data Accepter role and select the Texas Student Data System Portal.

[Click Here to Begin]
TEA PEIMS Administrative Functions
TEA Administrators can:

- Configure Collections
  - 2014 Fall First
  - 2014 Fall Resub
  - 2014 MDYR 2014 First
  - 2014 MDYR Resub
  - 2014 TSDS
- Manage Reports
- Approve Extensions
- Track Data Collections
- Load to PDM
Wrap Up and Questions
Today we talked about:

- TSDS High Level End User Process Map
- Promoting data from the ODS to the PEIMS Data Mart (PDM)
- Verifying that the data promotion has successfully completed
- Searching, sorting and downloading the validation errors
- How to Complete Approve and Accept the PEIMS Data Submission

What did you learn?

- How does a user promote data to the PDM?
- How does a user search for data validations in the PDM?
- Who would need the PEIMS Data Approver role?