

## PEIMS Summer Submission Reminders

\*Check with your SIS and verify and update State Reporting options/configurations.

### **Category:**

#### **InterchangeEducationOrganizationExtension**

- Verify with Board Secretary for any School Board Requests and Costs
- Ask if you are not offering PK Full Day, if not then need Waiver
- Work with Campuses so they can submit ELO Types, Minutes, and What kind they are
  - Share TSDS PEIMS PDM3-116-008 Organization Expanded Learning Opportunities
- Run local District/Campus Master Schedule and verify all sections; specifically look to see if there are any invalid Service IDs

#### **InterchangeEducationOrgCalendarExtension**

- Run local Campus Calendar
- Confirm your campus/track meet at least 75,600 Operational Minutes (Regular and Full Day PK) 43,200 (Special Purpose) Instructional Minutes, or 32,400 (half-day PK) Instructional Minutes
- Verify all Waiver Days have an approved Waiver Application on file with TEA and waiver minutes and operational minutes are correct for those days. Check the TEA Waiver Reports to confirm
- Confirm the Six-Weeks Breakdown (Due to COVID19 Guidance on reporting or not the 6<sup>th</sup> six weeks)
- Review TSDS PEIMS PDM3-116-003 Campus Calendar Minutes Detail

#### **InterchangeMasterScheduleExtension**

- Run local District/Campus Master Schedule and verify all sections.
- Verify all PEIMS reportable elements with your Campus Administrators.
- Look for invalid Service IDs
- Check for CTE Courses to make sure they class section/teachers meet criteria and CTE Contact Hours are correct
- Check your Master Schedule for valid College Hours if Dual Credit AND Course-Sequence-Code is correct for Dual Credit

#### **InterchangeStudentExtension**

- Run local Student Level Data reports and verify student data
- Check new Element Dyslexia Risk Code with Dyslexia Contact at LEA
- Run Special Program rosters for Directors/Administrators for data verification
- Check ADA eligibility status, attribution code, and campus id of residence
- Run and share all applicable reports: ex: TSDS PEIMS Reports PDM3-120-001 Student Roster Summary by Early Reading Indicator (((Early Reading Indicator in 19-20 will be based on the most recent one available and not EOY))), PDM3-120-007 Student Indicator Report by Grade
- Check with Administrators which campuses should have students with T-STEM or Early College High School, or P-TECH. Run TSDS PEIMS Reports PDM3-120-010 Student Advanced Academic Roster by Grade
- Accountability: Check for Associates Indicator Code
- Accountability: Check for Industry-Based Certifications have been entered.

#### **InterchangeStudentEnrollmentExtension**

- Run reports on Graduation Plan and have Counselors review
- Have Counselors review students without a Graduation plan

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- Run TSDS PEIMS Reports PDM3-120-009 Student Foundation High School Program Roster by Grade
- Make sure all students with non ADA = 0, have student schedule and completion records

### InterchangeStudentAttendanceExtension

- Run Campus Summary Reports and verify attendance. (This report should be signed by the Principal and attendance clerk every 6 weeks.) (Including Flexible Attendance)
  - Compare TSDS Reports with local Campus Summary reports
  - PDM3-130-001 Superintendent's Report of Student Attendance
  - PDM3-130-002 Superintendent's Report of Career & Technical Education Eligible Days
  - PDM3-130-003 Superintendent's Report of Gifted & Talented/LEP Students
  - PDM3-130-004 Superintendent's Report of Special Ed Eligible Days & Excess Hours
- PDM3-130-005 Comparison of Current and Prior Year Attendance
  - Make sure the prior year compared to the current year looks logical for ALL areas. If ADA is down your numbers will show a decline, if you have offered more CTE courses do those numbers look logical, etc. If you are a migrant district, make sure the report shows using the best 4 out of 6 six weeks. This is also the report your superintendent will need for the State Aid Template numbers.
- Review CTE Contact Hours with CTE Staff.
- Compare six weeks to previous year's six weeks
- Run Migrant Counts to see if they will meet 5% rule
- Make sure every student's withdrawal code has correct withdrawal codes with corresponding withdrawal forms
- Run TSDS PEIMS PDM3-120-013 Special Programs Attendance Data – Good if you need to check if a student reported attendance in a special population such as CTE.

### InterchangeStudentDisciplineExtension

- Review Special education students for Discipline
- Run local Discipline reports for accuracy and completeness to be shared with campus administrators
- Run local reports to see who will trigger PBM errors (TEA Data Validation Monitoring Discipline)
- Run Discrepancies between Attendance and Discipline (ex: anybody who was marked Absent in Control Period, but had a Discipline Record for that day)
- Check for CTE funding in Discipline Setting (ex: Students not receiving CTE services for five or more days while in a DAEP/ISS setting must be withdrawn from the program during that time. Verify all data.)
- TSDS PEIMS Report PDM3-132-003 Student Disciplinary Action Summary – Check and give to administrator to see Reasons and Action codes reported for district and or campus. Incorrect reporting can result in a PBM Data Monitoring report issue.

### InterchangeStudentTranscriptExtension

- Review Pass/Fail configuration in your SIS
- Run Pass/Fail processes and review pass/fail records

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- Review TSDS PEIMS report PDM3-133-001 Number of Students Completing Courses by Pass/Fail Indicator – Check to see if each class has students passing the course, etc. and that you do not have a course showing all 00's.
- TSDS PEIMS PDM3-133-002 Students Completing Courses with Dual/Advanced Technical Credit - Make sure that your Dual Credit courses are showing on this report with correct College Hours (Affects ACCOUNTABILITY, make sure you're not over-reporting or under-reporting college credit hours)
- TSDS PEIMS PDM3-120-008 Students with Dual Credit Courses and College Credit Hours - Make sure your college hours are correct for each student! If student received no credit hours= 0 Make sure that is not an error!

### InterchangeStudentProgramExtension

- Run Special Program rosters for Directors/Administrators for data verification
- For every CTE = 2, make sure they meet the criteria
- Run TSDS PEIMS Report PDM3- 134-002 Title I Part A Student Summary by Campus – check school wide etc.

### InterchangeStudentRestraintEventExtension

- Run local Discipline Student Restraint report
- Check with Campuses/Special Education Department to see if there were any

### Other Reports to Review

- UID Discrepancy reports - Run for Student
- **During the PEIMS submission, run preliminary version of this report.** Once the First Submission is over, look out for notice when official version is available.
  - PDM3-404-001 Duplicate Students by Attendance – Check to see if any students are on the report. These are students that could trigger an audit if they are not resolved. You most likely will have no students to report.
- **Have Campus Principals/Special Program Director sign off that they have reviewed their TSDS reports for accuracy.**