

Lackland ISD
PEIMS Timeline 2020-2021

| DATE | ACTIVITY | DATA REQUIRED |
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| 8/03 | Update PEIMS-related code tables | Update all PEIMS-related code tables in TxEIS such as Attendance posting codes, discipline, Service IDs, etc. (Refer to TEDS) |
| 8/03 | Student Plan | Ensure that every student has their 4-year plan, PGP, IEP, Transition Plan, etc. to ensure that all PEIMS data is correlated to their Plan. |
| 8/03 | CTE Programs of Study | Verify that the secondary master schedule includes correct CTE coding for course service IDs, programs of study, etc. (Campus principal, CTE Coordinator and C&I) |
| 8/03 | TEA TEAL Access | Ensure that all designated staff have log-on credentials and access to TSDS modules, as appropriate |
| 8/17 - 9/18 | PEIMS Processing | Establish coding, data entry, and verification of PEIMS data/Timelines. Review Leaver procedures |
| 8/31 | 1st Enrollment Event file submission | All students enrolled and all No shows complete (ET file will be run on or before the 3rd week of school and every week after when there is an enrollment or with drawl event) |
| 9/11 | Reports due | Registrars to forward Master schedule, bell schedule, and staff assignments to PEIMS Specialist |
| 9/11 | Enrollment Event corrections | All Enrollment Event corrections complete to PEIMS Specialist |
| 9/22 | Student Membership Reconciliation- 1st six weeks | Student membership from the teacher's roster is reconciled to the attendance accounting records in the attendance office. Forward signed rosters to PEIMS Specialist |
| 9/25 | End 1 ST Six Weeks (29) | Enrollment/Attendance: Campus Summary Reports SAT0600 & SAT0900 <u>Secondary Registrar</u> : Run Utility to create Leaver Tracking records. <u>PS</u> : Run SAT0920 when campuses are done |
| Snap Shot 9/25 | Snapshot Date: Class Roster (Fall) | Data will be extracted the following Wednesday (all master schedule changes as of SNAPSHOT DATE must be posted.) |
| Snap Shot 9/28 (Crisis Codes) | Snap Shot Date (1st Crisis Code Submission) | Campuses shall enter Crisis Codes for all students as of 9/28/2020 (Deadline to submit to TEA: 10/5/2020) |
| 9/25 10/30/20 Last Friday in September | Close of School start window (Changed by the Commissioner on 9/17/20) | Students must be enrolled by this time to be counted as having returned to school. No Show students located and documented (Leaver Tracking) |
| 10/01 | Staff Data in HR | HR department updates and enters all non-classroom staff data in TxEIS. |
| 10/01 | Contracted Staff FTEs | Verify with the Finance department if there are any Instructional Contracted Staff FTEs. |
| 10/5/2020 | Submission of 1 st Crisis Codes | Submit Crisis Codes as of 9/28/2020 to TEA. [Use codes 8A, 8B or 8C]. Deadline to submit to TEA 10/5/2020. |
| 10/15 due TEA | CLASS ROSTER/FALL Snap Shot date 9/25/2020 (NY Insert extract, review and sign-off dates) | Teacher/Student schedules and courses. Links student assessment results to the teacher. Grades 01-12. Deadline to submit to TEA on 10/15/2020. |
| 10/15-10/22 | Verification: Principals, Coordinators, & Registrars | Staff – Assignments/Responsibilities Special program coding – CTE, SPED, ESL, LEP, Eco-Dis, ERI, Military Connection, Dyslexia, 504, At Risk, Leaver/Drop-outs |
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10/23/2020

| DATE | ACTIVITY | DATA REQUIRED |
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| Snap Shot 10/30 Last Friday in October | Snap Shot Date <i>TEA takes a snapshot of our districts' data</i> | <u>Registrars print & Distribute the following reports for verification:</u> <u>Staff:</u> Demographics/Payroll/Class Assignments/Responsibilities/FTE <u>Students:</u> Demographics/Enrollment/SPED by grade & Disability/CTE/At-Risk/Leavers/Drop-out/PK Indicator/Military Connection |
| Snap Shot 10/30 (Crisis Codes) | Snap Shot Date (2nd Crisis Code Submission) | Campuses shall enter Crisis Codes for all students as of 10-30-2020 (Deadline to submit to TEA: 11/6/2020) |
| 9/14 -11/1 TSDS ready to accept data to eDM | Fall Submission (Due to ESC 11/19) 11/2 TSDS ready to complete, approve, and accept submission | Preliminary extract of FALL PEIMS Data, review Fatafs & Warnings. Forward error reports to Campus clerks. Run ET for review & corrections. <u>Principals/Registrars:</u> review PEIMS Student Demographics, special programs, leavers, staff & budget for data integrity. |
| 11/6 | End 2 nd Six Weeks (29) | Enrollment/Attendance: Campus Summary Reports SAT0900/0600 PS: Run SAT0950 when campuses are done |
| 11/6/2020 | Submission of 2 nd Crisis Codes | Submit Crisis Codes as of 10/30/2020 to TEA. [Use codes 9A, 9B or 9C). Deadline to submit to TEA 11/6/2020. |
| 11/6 | Payroll Stipends | Finance/Payroll Specialist enters all stipends and payroll activity codes in PEIMS State Reporting module (frozen file in TxEIS) |
| 11/9 | Final Fall Extract | All Data corrections complete – final extract |
| 11/10– 11/13 | Principals/Registrars | Review TSDS reports (Student Demographics, Special Programs, Leavers, staff & budget. Make any correction, if needed – Sign off on Fall PEIMS check list and return by 11/16 |
| 11/18 | Fall Submission Complete | Obtain Superintendent approval & transmit to ESC Submission Due to ESC on or before 11/19/2020. |
| 12/01 | Presumed Underreported Students | Generate and verify the Presumed Underreported report 1 week after the Fall Submission date. |
| 12/1– 12/4 | Determination of Fall Resubmission due 1/14/2021 | Review of all data to determine if resubmission is necessary: Obtain Superintendent approval & resubmit, if needed |
| 12/18 | End 3 rd Six Weeks (24) | Enrollment/Attendance: Campus Summary Reports SAT0900/0600 <u>PEIMS Specialist:</u> Run SAT0920 when campuses are done |
| 12/18 | End of 1 st Semester | Complete all End-of-Semester tasks: Course Credit, Graduates |
| 2021 | | |
| 1/8 | End-of-Semester Processes | Verify that all 1 st semester credits have been awarded after grades/report cards are complete. Code early graduate data, if any |
| 1/8 | Distribute Fall PEIMS Data Reports | Distribute PEIMS Budget, Staff and Student Fall Data reports to all stakeholders. |
| 1/4-1/15 | Midyear Submission Complete | Actual Financial data for 2018-2019 due to ESC – 1/21/2021 Finance Dept. only (due to TEA 1/28) |
| 1/25 | Determination of Midyear Re-Submission . Due to TEA 2/11/2021 | If required- due to ESC – 2/04/2021 Finance Dept. only |
| 1/28 | ECDS KINDERGARTEN Due date 1/28/2021 | Beginning of year Kindergarten assessment results. Deadline to submit to TEA 1/28/2021 |
| 2/01 | Internal Audits of PEIMS Data (after end of Semester 1) | Internal review of PEIMS data such as attendance, leaver, discipline, etc. (CFO and/or Fin/Payroll Specialist) |

| DATE | ACTIVITY | DATA REQUIRED |
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| 2/9 | Student Membership Reconciliation- 4th six weeks | Student membership from the teacher's roster is to be reconciled to the attendance accounting records in the attendance office. Forward signed rosters to PEIMS Specialist |
| 2/12 | End 4 th Six Weeks (27) | Enrollment/Attendance: Campus Summary Reports SAT 0600 & SAT0900. <u>PS:</u> Run SAT0920 when campuses are done |
| 2/18 due TEA | SPPI-14 Due date 2/18 | Student and parent/contact information (Special Education). Submission due to TEA by 2/18/2021. |
| Snap Shot 2/26 2/26/2021 | Snapshot Date: Class Roster (Spring Submission) | Data will be extracted (all master schedule changes as of SNAPSHOT DATE must be posted.) on 3/03/2021. |
| 3/01 | GT Identification of Kinder | Kindergarten students must be identified and served in Kinder BEFORE March 1 st of the current school year. |
| 3/01 | TSDS File Uploads Ready to Promote data | Start uploading PEIMS data to monitor errors and warnings. Communicate issues to campuses. (CFO and/or Fin/Pay Specialist) Ongoing process through Summer Submission. |
| 3/03 | Extract Class Roster Data (Spring Submission) | Data will be extracted (all master schedule changes as of SNAPSHOT DATE must be posted.) |
| 3/03 – 3/15/2021 | Review Period for Class Roster (Spring Submission) | Principals shall review Class Roster Reports and sign-off that the data is approved for submission by 3/15/2021). |
| 3/18 due TEA | Class Roster/Winter Due 3/18 Snap Shot 2/26 | Teacher/Student schedules and courses. Links student assessment results to the teacher. Grades 01-12. Deadline to submit to TEA 3/18/2021. |
| 4/9 | End 5 th Six Weeks (31) | Enrollment/Attendance: Campus Summary Reports SAT0600 & SAT0900. <u>PS:</u> Run SAT0920 when campuses are done |
| 5/01 | Start Summer PEIMS Processing Checklist (attached) | Ensure that campuses and special program departments work through the checklist to verify all data on an ongoing basis through the Final Extract of Summer PEIMS Data. |
| 5/17-6/4 TSDS ready to complete, accept & Approve | <u>Summer Submission</u> (Due to ESC 6/10) Last extract for TSDS is 6/2 All data to be complete by then. | Preliminary extract of SUMMER PEIMS Data = Attendance, Discipline, Restraints, Title I, Class Room Link, Teacher Demographics, and Organization Data. Review Fatais & Warnings. Forward TSDS error reports to Campus Clerks. Run Enrollment UID errors for review & corrections. Principals: Review TSDS reports - Make any correction, if needed – Sign off on Summer PEIMS check list and return by June 4. Registrar: Make all necessary corrections in TxEIS -Obtain sign off check list for campus & forward to PEIMS Specialist by June 4. |
| 5/14/20-5/29/20 | Verify Summer PEIMS Data | Refer to Summer PEIMS Processing Checklist (Task List). All tasks must be completed by June 2, 2021 to extract the data to PEIMS. |
| 5/15 | Verify Individual Grad Committees | Verify with HS Counselor if any IGCs were convened and ensure that the campus enters the code 01 (IGC Reviewed) for PEIMS. |
| 5/26 | End 6 th Six Weeks (33) | Enrollment/Attendance: Campus Summary Reports SAT0600 & SAT0900. <u>PS:</u> Run SAT0920 when campuses are done |
| 5/26 | End of 2 nd Semester | |
| 5/28 | End-of-Semester Processes | Verify that all 2 st semester credits have been awarded after grades/report cards are complete. Assign Pass-Fail indicator codes. Code graduate data. |
| 6/3/2021 | Final Extract Summer PEIMS Data | No changes should be made in TxEIS after this extract, unless the changes are made in BOTH TxEIS and PEIMS due to an error. |
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| DATE | ACTIVITY | DATA REQUIRED |
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| 6/9 | Campus End of Year Records | <u>Registrars/Principals/Counselors:</u> Forward all prior year PEIMS & Attendance Auditable records to Records Center. Print and archive all current year Attendance/PEIMS auditable records (keep on site 1 year). <u>Graduates:</u> Update leaver with appropriate graduation type, date, and college entry codes. Affix all AAR labels to graduating Seniors transcripts. Print final withdrawal report for the year, verify that a leaver tracking form has been completed, and file for audit purposes. |
| 6/9 | PID/UID Errors & Duplicate Enrollment | Review the reports and resolve any discrepancies before the submission of Summer PEIMS Data. |
| 6/9 | Summer Submission Complete | Obtain Superintendent approval. Submit to ESC Due 6/10 to ESC and due to TEA by 6/17 |
| 6/16 | PEIMS Reconciliation 6 week TxEIS rpts. vs PDM3-130-001 (If no Resubmission) | <u>PEIMS Specialist & Registrars:</u> Reconcile TxEIS attendance reports to TSDS Attendance Contact Hours from Submission. Verify & If necessary, reprint and obtain signatures again. |
| 6/16 | Determination of Summer Resubmission | Review of all data to determine if resubmission is necessary: |
| 6/17 | ECDS PreKinder Due date 6/17 | Student demographics, classroom information, and special program data. Submission to TEA by 6/17/2021. |
| 6/24 New | Spec Ed Language Acquisition Due date 6/24 | Data on the language acquisition of children eight years of age or younger who are deaf or hard of hearing. Submission to TEA by 6/24/2021. |
| 7/15 | Final TSDS Enrollment Event | Submit the final TSDS Enrollment Event for the year after the PEIMS resubmission. |
| 7/20 | Move-to-Grade Process | The Move-to-Grade (roll-over) process should be performed ONLY AFTER the final PEIMS resubmission. |
| 7/29 | RF Tracker due 7/29 | Students with disabilities who reside in residential facilities. (Only If applicable). Submission to TEA by 7/29/2021. |
| 8/6 | ESY Data Submission due 8/19 | ESY Data due from Ft. Sam (no later than 2 weeks after end of summer program June & July) ESY data, Credit recovery, ESL, & dual credit summer school |
| 8/19 | Extended Year Submission Complete | Obtain Superintendents approval. Submit to ESC Due 8/19; TEA 8/26 |
| 9/9 | Extended Yr. Re-submission | If required- due to Reg. 20 by 9/9; TEA 9/16 |
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| Ongoing Tasks: | Weekly | Unique ID assignment (staff and students) |
| | | Send weekly UID enrollment file |
| | | Run calculations for attendance and error reports |
| | Every Six Weeks | Confirm that campuses have verified and submitted their signed Contact Hour Report |
| | | Run District Contact Hour Report (obtain Superintendent Signature) |
| | | Share the District Contact Hour Report with all special program directors and the Chief Financial Officer. |
| | | Verify that discipline data has been entered by the campuses. |
| | | Run and verify all special program data with special program coordinators. (Refer to List of Coordinators) |
| | | Review if any campuses had an ADA less than 10% than overall ADA from the previous year – possible waiver |

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| Training/Meetings | Before the Start of School Year | Address any SAAH changes, distribute e-resources including the LISD Student Attendance Accounting & PEIMS Procedures. |
| | | Post all new TEA Guidance and LISD resources in the webpage. |
| | After the end of the 1st cycle | Review the End-of-Cycle procedures |
| | After the end of Semester 1 | Review the End-of-Semester procedures |
| | After the end of Semester 2 | Review the End-of-Year procedures |

PEIMS Submissions (4)

CORE Submissions (7)

SUMMER PEIMS PROCESSING CHECKLIST

| Category | Task | TxEIS Report to Verify Data | Person Responsible | Date |
|-----------------|---|--|-------------------------------|------|
| Preparation | Clear Prior Year Summer data-ALL | | Fin/Payroll Specialist or CFO | |
| Attendance | Verify posting codes - Check ADA Code box for all posting codes that are NOT eligible for ADA funding. | | Fin/Payroll Specialist or CFO | |
| Attendance | Verify that all 6-week cycle Contact Hour Reports are approved and signed by the Campus Principal | | Fin/Payroll Specialist or CFO | |
| Attendance | Verify the Campus Calendar is accurate and reflects the minimum required minutes of instruction (75,600) | | Fin/Payroll Specialist or CFO | |
| Attendance | Verify all withdrawals and entries have been posted with the correct date(s). Must have a WD/Leaver form for all withdrawals. | SAT1700 | | |
| Attendance | Verify that all absences have been posted to the correct posting code. The absences that generate State Funding should be coded correctly to maximize state funding. Is documentation on file to support all ADA-funded absences? | SAT0500 SAT0900 SAT0920 | | |
| Attendance | Verify the Eligibility code of all students: PK should be 2. Transfers should be coded with a 3 or 6. Are there any ineligible? Were they approved for enrollment? | SRG1200 | | |
| Attendance | Verify that all transfer students have a District of Residence | SRG1800 | | |
| Campus Data | Verify that Expanded Learning Opportunities (ELO) are entered in the Campus Profile. | SRG0100 | | |
| Discipline | Verify discipline records with the source document (Discipline Referral/Action forms) | SDS1000 | | |
| Discipline | Verify restraint events, if any, to include the date, time, reason, reporting period and type of restraint. | SDS0250 & SEM1100 SE | | |
| Discipline | Verify students enrolled in special program if the were placed in a disciplinary setting more than 5 consecutive days. | SDS0200SE SDS0300ESL SDS1800CTE | | |
| Discipline | Verify absences posted while under discipline for any discrepancies | SDS1700 | | |
| Discipline | Verify discipline records that may trigger an edit and/or performance based monitoring errors. | SDS1300 | | |
| Grade Reporting | Verify the District Master Course list - Service ID, CTE, Pop Served, Role ID and Teacher of Record | SGR0050 | | |
| Grade Reporting | Verify that all courss have a valid Service ID (C022) | SGR0220 | | |
| Grade Reporting | Verify all CTE courses to ensure the CTE Code, Service ID and CTE credit hours correct | SGR0500 | | |
| Grade Reporting | Verify all Dual Credit courses and code on Section record | SGR0500 | | |
| Grade Reporting | Verify all TxVSN courses | SGR0500 | | |
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| Category | Task | TxEIS Report to Verify Data | Person Responsible | Date |
|-------------------|---|------------------------------|--------------------|------|
| Grade Reporting | Verify that all semester and final grades are complete and credit(s) have been awarded. Assign the Pass-Fail Indicator codes. [Grades 01-12] | SGR1000 & SGR1900 | | |
| Graduation Plans | Verify graduation plan: Foundation, Distinguished and Endorsements | SGP1000 | | |
| Graduation Plans | Verify Industry Credentials or Certification | SGP1000 | | |
| Graduation Plans | Verify Associate degree | SGP1000 | | |
| Graduation Plans | Verify the PGP graduate data | SGP1000 | | |
| Graduation Plans | Verify the Indiv Grad Committee code for student that had a committee established for them (reported for 11th and 12th only) | SGP1000 | | |
| Registration Data | Verify the Name, Grade, DOB, SSN and Track | SRG0200 | | |
| Registration Data | Verify all transfer students: Eligibility code, attribution code and Campus ID of Residence (must have an approved transfer form for all transfer students even if it's a few days of the year) | SRG1200 | | |
| Registration Data | Verify all ESL students and appropriate codes - Is there documentation on file? | SRG1200 | | |
| Registration Data | Verify the ESL funding code for all ESL students..New for 2020. The code indicates the language program such as Standard or Dual Language. | SRG1200 | | |
| Registration Data | Verify all Title I students and appropriate code (codes 7 & 8 are for Targeted Assistance campus). Is there documentation on file? | SRG1200 | | |
| Registration Data | Verify all General program records for students such as 504. Is there documentation on file? | SRG1900 | | |
| Registration Data | Verify all Students with a CTE code. Does the code match the student's grade reporting courses? | SGR1600 | | |
| Registration Data | Verify all students without a Military-Connected student code - verify why the student is not coded (this should be rare unless they are an LISD employee or civilian dependent) | SRG0600 | | |
| Registration Data | Verify students with the Foster Care indicator code - Is there documentation on file? | SRG0600 | | |
| Registration Data | Verify students with the Star of Texas Award code - Is there documentation on file? | No report | | |
| Registration Data | Verify Dyslexia code and service codes - is there documentation on file? | SRG1900 | | |
| Registration Data | Verify Homeless students - Is there documentation on file? | SRG0600 | | |
| Registration Data | Verify Early Reading Indicator Code - applies to KG-2. Codes are: Eligible for ARI, Not Eligible for ARI, or was not assessed. | SRG0650 | | |
| Registration Data | Verify Post-Secondary Certification-Licensure code - New for Summer 2020 (Nationally recognized business or industry certification) | SGP1000 | | |
| Registration Data | Verify students served in Special Education to include related coding. Changes due to ARDs should be posted as of the effective date of the IEP. | SRG0600 | | |
| Registration Data | Verify students served in GT. Is there documentation on file? | SRG0600 | | |
| Registration Data | Verify student who are 504 under the Invention Strategy Indicator code. | SRG1900 | | |

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| Registration Data | Verify student's Crisis Code under the Other Special Programs. Use the Crisis Codes for COVID. | SRG1900 | | |
| Registration Data | Verify the PK codes for all PK students to include the PK Eligible Previous Year (new for 2020) | SRG0650 | | |
| Registration Data | Verify the PK codes for all PK students to include: PK program type, PK funding source and secondary funding source. (All PK students should have Local as 1st and EEA as 2nd) | SRG0650 | | |
| Audit Red Flags | Verify students with attendance data but no course completion record | Refer to 2-Page Audit Red Flag Document | | |
| | Verify that all student with 100% attendance are actually enrolled. | Refer to 2-Page Audit Red Flag Document | | |
| | Identify Comp Ed Homebound (CEHI) student who earned CTE or ESL ADA while on homebound | Refer to 2-Page Audit Red Flag Document | | |
| | Verify that course completions exist for DAEP and JJAEP | Refer to 2-Page Audit Red Flag Document | | |
| | Verify that all KS students are under age 5. | Refer to 2-Page Audit Red Flag Document | | |
| | Identify over-age students for whom eligible days attendance is reported | Refer to 2-Page Audit Red Flag Document | | |
| | Verify that a basic attendance record is not reported for a student served fewer than 2 hours per day. If any, they must be coded ineligible. | Refer to 2-Page Audit Red Flag Document | | |
| | Identify students in grades 7 & 8 who earned CTE ADA | Refer to 2-Page Audit Red Flag Document | | |
| | Ensure that no ADA is earned for mandatory expulsions or placements in JJAEP | Refer to 2-Page Audit Red Flag Document | | |
| | Identify campuses that do not report any discipline records. Are the number of incidents comparable to prior year? | Refer to 2-Page Audit Red Flag Document | | |
| | Ensure that no campus has Title I codes that are both SW and TA. | Refer to 2-Page Audit Red Flag Document | | |
| | Ensure that any student coded Homeless or Neglected has no other Title I codes at the campus. (Stacey only) | Refer to 2-Page Audit Red Flag Document | | |
| | Ensure that you have all entry and WD records | Refer to 2-Page Audit Red Flag Document | | |
| | Identify students enrollment in ESL without parental permission. | Refer to 2-Page Audit Red Flag Document | | |
| | Identify students who earned CTE ADA while enrolled in an alternative discipline setting for more than 5 days without receiving CTE services. | Refer to 2-Page Audit Red Flag Document | | |
| | Identify students who earned CTE ADA for a self-paced course | Refer to 2-Page Audit Red Flag Document | | |
| | Ensure that no special education contact hours are reported for students with disabilities who are in disciplinary settings if special education services were not provided during disciplinary setting. | Refer to 2-Page Audit Red Flag Document | | |