Lackland ISD

# PEIMS Timeline 2019-2020

| DATE | ACTIVITY | | DATA REQUIRED |
|---|---|---|---|
| **2019** | | | |
| 8/19 - 9/23 | PEIMS Processing | | Establish coding, data entry, and verification of PEIMS data/Timelines. **Review Leaver procedures** |
| 9/4 | 1st Enrollment Event file submission | | **All students enrolled and all <u>No shows complete</u>** (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) |
| 9/18 | Reports due | | **Registrars** to forward Master schedule, bell schedule, and staff assignments to PEIMS Specialist |
| 9/10 | Enrollment Event corrections | | All Enrollment Event corrections complete to PEIMS Specialist |
| 9/24 | **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 |
| 9/27 | End 1ST 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 |
| 9/27 Last Friday in September | ***Close of School start window*** | | Students must be enrolled by this time to be counted as having returned to school. ***No Show students*** located and documented (Leaver Tracking) |
| 10/15-10/22 **Snap Shot 10/25** | Verification: Principals, Coordinators, & Registrars | | Staff – Assignments/Responsibilities Special program coding – CTE,SPED,ESL,LEP,Eco-Dis,ERI, Military Connection,Dyslexia, At Risk, Leaver/Drop-outs |
| 8/05 –28 TSDS ready to accept data to eDM | *Fall Submission* *(Due to ESC 11/21/2019)* 10/28 TSDS ready to complete, approve, and accept submission | | Preliminary extract of **FALL PEIMS** Data, review Fatals & 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. |
| 10/25 Last Friday in October | ***Snap Shot Date*** ***TEA takes a snapshot of our districts' data*** | | *<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 |
| 11/1 | End 2nd Six Weeks (29) | | Enrollment/Attendance: Campus Summary Reports SAT0900/0600 <u>PS:</u> Run SAT0950 when campuses are done |
| 11/12 | Final Fall Extract | | All Data corrections complete – final extract |
| 11/12 – 11/15 | 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 11/15/19 |
| 11/18 | ***<u>Fall Submission Complete</u>*** | | Obtain Superintendent approval & transmit to ESC Due 11/21 to ESC |
| 12/2 – 12/6 | Determination of Fall Resubmission due 1/9/2020 | | Review of all data to determine if resubmission is necessary: Obtain Superintendent approval & resubmit, if needed |
| 12/20 | End 3rd Six Weeks (24) | | Enrollment/Attendance: Campus Summary Reports SAT0900/0600 <u>PEIMS Specialist:</u> Run SAT0920 when campuses are done |
| **2020** | | | |
| 1/3-1/17 | ***<u>Midyear Submission Complete</u>*** | | Actual Financial data for 2018-2019 due to ESC – 1/23/2020 Finance Dept. only |

| DATE | ACTIVITY | | DATA REQUIRED |
|---|---|---|---|
| 1/23 | Determination of Midyear Re-Submission | | If required-due to ESC – 2/06/2020<br>Finance Dept. only |
| 2/11 | **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 |
| 2/14 | End 4th Six Weeks (28) | | Enrollment/Attendance: Campus Summary Reports SAT 0600 & SAT0900. PS: Run SAT0920 when campuses are done |
| 4/9 | End 5th Six Weeks (33) | | Enrollment/Attendance: Campus Summary Reports SAT0600 & SAT0900. PS: Run SAT0920 when campuses are done |
| 5/14- | ***Summer Submission***<br>(Due to ESC 6/11) | | Preliminary extract of **SUMMER PEIMS** Data = Attendance, Discipline, Restraints, Title I, Class Room Link, Teacher Demographics, and Organization Data. Review Fatals & Warnings. Forward TSDS error reports to Campus Clerks. Run Enrollment UID errors for review & corrections.<br>Principals: Review TSDS reports - Make any correction, if needed – Sign off on Summer PEIMS check list and return by June 5.<br>Registrar: Make all necessary corrections in TxEIS -Obtain sign off check list for campus & forward to PEIMS Specialist by June 5. |
| 5/22 | End 6th Six Weeks (30) | | Enrollment/Attendance: Campus Summary Reports SAT0600 & SAT0900. PS: Run SAT0920 when campuses are done |
| 6/10 | Campus End of Year Records | | Registrars/Principals/Counselors:<br>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).<br>Graduates: 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. |
| 6/10 | ***Summer Submission Complete*** | | Obtain Superintendent approval & transmit to ESC<br>Due 6/11 to ESC |
| 6/15 | PEIMS Reconciliation 6 week TxEIS rpts. vs PDM3-130-001 | | PEIMS Specialist & Registrars: Reconcile TxEIS attendance reports to TSDS Attendance Contact Hours from Submission. Verify & If necessary, reprint and obtain signatures again. |
| 6/17 | Determination of Summer Resubmission | | Review of all data to determine if resubmission is necessary: |
| 7/8 | Summer Re-Submission<br>Due 7/09/2020 | | If necessary Obtain Superintendent approval & resubmit-due to ESC by 7/09 |
| 8/6 | ESY Data<br>Submission due 8/20 | | 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 transmit to ESC<br>Due 8/20 |
| 9/10 | Extended Yr. Re-submission | | If required-due to Reg. 20 by 9/10 |
| | | | |