

SUMMER PEIMS PROCESSING CHECKLIST
(All Tasks must be completed BEFORE the PEIMS Extract: June 2, 2020)

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 they 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 courses 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		
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		

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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		
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		

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	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 services were not provided during disciplinary setting.	Refer to 2-Page Audit Red Flag Document		

Description	TxEIS Reports	TSDS Reports
<input type="checkbox"/> Identify students with attendance record but no course completion record. <input type="checkbox"/> Verify that all students with 100% attendance are actually enrolled.	Perfect Attendance Report (SAT1900)	Roster of Students with Perfect Attendance and No Course Completion Indicator (PDM3-131-005)
<input type="checkbox"/> Identify Compensatory Education Home Instruction (CEHI) students who earned CTE or bilingual ADA for the period they were coded CEHI.		Roster of Homebound, Hospital Class, and State School Students Earning Career & Technical Contact Hours (PDM3-131-003)
<input type="checkbox"/> Verify that course completions records exist for DAEP and JJAEP campuses, as well as regular campuses.		Number of Students Completing Courses by Pass/Fail Indicator (PDM3-133-001 - run by campus)
<input type="checkbox"/> Verify that all KG students are under age five.	Student Birthday Listing (SRG0500)	Roster of Kindergarten Students Under Age Five (PDM3-131-002)
<input type="checkbox"/> Identify over-age students for whom eligible days attendance is reported.	Student Birthday Listing (SRG0500)	Roster of Students Age 21 Not in Special Education or Over Age 21 with Eligible Days Present (PDM3-131-009)
<input type="checkbox"/> Verify that a basic attendance record is not reported for any student served fewer than two hours per day.	Attendance Audit Report (SAT1800)	Roster of Students Reporting More Than Three Excess Contact Hours Per Day (PDM3-131-008) and Superintendent's Report of Special Education Eligible Days & Excess Hours (PDM3-130-004)
<input type="checkbox"/> Identify any excessive days for Pregnancy Related Services (PRS) participation.		Roster of Pregnancy Related Services (PDM3-131-001)
<input type="checkbox"/> Identify students in grades 7 and 8 who earned CTE ADA without attending CTE for the disabled courses.	Career and Technology Audit (SGR1650)	Roster of 7th & 8th Grade Students Generating More Than One Career & Technical Contact Hour Per Day (PDM3-131-007)
<input type="checkbox"/> Ensure that no ADA is earned for mandatory expulsions or placement in JJAEP in counties with a population of 125,000 or more.		Students with a Mandatory Expulsion to a JJAEP with Attendance in that Reporting Period (PDM3-131-011)
<input type="checkbox"/> Identify campuses that do not report any discipline records.		Percent Change From the Previous Year (PDM3-231-001 - run for Discipline to get counts by campus)
<input type="checkbox"/> Ensure that no campus has Title I codes set to both 6 (<i>schoolwide program school</i>) and 7 (<i>targeted assistance</i>). A Title I, Part A campus can be either schoolwide or targeted assistance - not both. <input type="checkbox"/> Ensure that any student coded 9 (<i>homeless</i>) or A (<i>neglected</i>) has no other Title I codes at the campus, and that the homeless indicator is not 0. Title I codes 9 and A are only used at non-Title I campuses.	Student Status Changes by Program (SRG1200)	Title I Part A Student Summary by Campus (PDM3-134-002)

Description	TxEIS Reports	TSDS Reports
<input type="checkbox"/> Ensure you have all entry and withdrawal records	Entry/Withdrawal Summary (SAT1700)	
<input type="checkbox"/> Identify students enrolled in bilingual without parental approval documentation.	Registration > Create Registration Report	
<input type="checkbox"/> Identify students who earned CTE ADA while enrolled in an alternative disciplinary setting for more than five days without receiving CTE services.	Career Tech Students in Discipline Settings (SDS1800)	
<input type="checkbox"/> Identify students who earned CTE ADA for a self-paced course.	Career and Technology Code Verification (SGR1600)	
<input type="checkbox"/> Ensure that no special ed contact hours are reported for students with disabilities who are placed in disciplinary settings (i.e., ISS or DAEP) if the special education services prescribed in the student's IEP were not provided while he was in the disciplinary setting.	Special Ed Students in Discipline Settings (SDS0200)	

Additionally, ensure that you have the following documentation:

- ☐ SDS1000 - PEIMS Discipline Report
- ☐ SDS0100 - Detailed Incident Report
- ☐ SDS0200 - Special Ed Students in Discipline Settings
- ☐ SDS0300 - BIL/ESL Students in Discipline Settings
- ☐ SDS1800 - CT Students in Discipline Settings
- ☐ SRG1200 - Student Status Changes by Program (for special education students)
- ☐ Copies of all Individualized Education Programs (IEPs) and Admission, Review, and Dismissals (ARDs)
- ☐ Homebound teacher logs to support amount of time served for homebound students
- ☐ Physician's statement confirming need for homebound
- ☐ Documentation confirming the need to place students in a hospital class or residential care and treatment facility
- ☐ All attendance reports listed in this guide
- ☐ All source documents for discipline events and Title I