

PEIMS Verification Reports and Other Related Items

Overview

The purpose of this document is to give each school an idea of what to expect, and when to expect, the various state reporting verification reports. All of the reports described within this document are either required by the TEA or are produced to insure the accuracy of PEIMS reportable data.

On the last page you will find a form that your campus can fill out and submit to Ray Lagleder. This is a report distribution list and the corresponding report will be sent to the campus principal as well as any others listed on the distribution form.

Please make sure you review the Student Attendance Accounting Handbook (SAAH) each year. This will keep you informed of changes in the law, and will provide additional information for the state required reports described within this document.

The state required reports should be completed within about 5 working days from the time of arrival at the campus level. Specific due dates will be listed on the memo/email at the time reports are distributed.

Data Processing will conduct an audit after the due date has passed and correspond with any campus or campuses that have not returned the signature sheet, signed report, or are missing any other required item.

As always you can feel free to contact Ray Lagleder (0114) with any questions or concerns.

Attendance Verification Reports – TEA Required

The Attendance Verification Report will be produced, printed and sent to each campus after the end of each six weeks reporting period. This is usually done about three school days after the end of the six weeks. The exception here is that the 6th six weeks attendance report will be sent about a week before the end of the 6th six weeks.

The Attendance Verification Report is only for the official attendance period which is 2nd period for secondary campuses and homeroom for elementary campuses. The report is sorted by the homeroom/2nd period teacher. Each teacher is responsible for the data contained in his/her classroom and must certify the data is correct with their signature on their respective portion of this report. If errors are found within the report they should be noted on the Attendance Verification Report and corrected within eSchool.

In addition there will be a signature page for the campus attendance secretary and principal which should be signed by both certifying that the attendance verification process has been completed.

After verification the Attendance Verification Report is stored on campus with a five year retention. The signature page containing the attendance secretary and principal signature should be returned to Ray Lagleder.

Student Detail Report – TEA Required

The Student Detail Report will be produced and emailed to each campus after the end of each six weeks reporting period. This is usually done about three school days after the end of the six weeks. The exception here is that the 6th six weeks attendance report will be sent about a week before the end of the 6th six weeks.

The Student Detail Report lists all students who were enrolled at your campus one or more days during the six weeks. The report contains student demographic, special program, entry/withdrawal, attendance and various membership/attendance totals information. The campus should review the data contained in the Student Detail Report for reasonableness.

After reviewing the report the campus should print the signature page. The signature page should be signed by the principal and the registrar and returned to Ray Lagleder.

Campus Summary Report – TEA Required

The Campus Summary Report will be produced and emailed to each campus after the end of each six weeks reporting period. This is usually done about three school days after the end of the six weeks. The exception here is that the 6th six weeks attendance report will be sent about a week before the end of the 6th six weeks.

The Campus Summary Report is a summary of membership days, absences, eligibility, program contact hour totals and other related items. This report should be reviewed by the principal for reasonableness. Specifically scrutinize regular attendance totals and special program attendance totals based on approximate membership. Investigate all data totals that have an exceptionally high value or a value of zero. Finally compare current year totals to prior year totals to detect unreasonable differences.

After reviewing the report the campus should print the signature page. The signature page should be signed by the principal and the registrar and returned to Ray Lagleder.

Enrollment Verification Report – TEA Required

The Enrollment Verification Report (a.k.a. Membership Reconciliation Report) will be produced, printed and sent to each campus at the end of the 1st and 4th six weeks.

The Enrollment Verification Report is only for the official attendance period which is 2nd period for secondary campuses and homeroom for elementary campuses. The report is sorted by the homeroom/2nd period teacher. Each teacher is responsible for the data contained in his/her classroom and must certify the data is correct with their signature on their respective portion of this report. If errors are found within the report they should be noted on the Attendance Verification Report and corrected within eSchool.

In addition there will be a signature page for the campus registrar and principal, and should be signed by both certifying that this enrollment verification process has been completed.

After verification the Enrollment Verification Report, along with the signature page containing the registrar and principal signature should be returned to Ray Lagleder.

Discipline Potential Problem Report – PEIMS Data Check

The Discipline Potential Problem Report will be generated at the end of each six weeks reporting cycle and e-mailed to the campus. This report should be reviewed as it highlights many of the areas that cause the PEIMS data to be reported incorrectly. If these reports are kept “clean” the accuracy of the data we send to the TEA via PEIMS will be more accurate, and the likelihood of an audit reduced.

There is no signature requirement for this report. This report should be destroyed after corrections, if any, have been made.

ADA Code Verification Report – PEIMS Data Check

The ADA Code Verification Report will be generated in early October and late April. This report should be reviewed to make sure all ADA coding is correct. The ADA coding directly affects funding. In addition incorrect coding can trigger audits.

There is no signature requirement for this report. This report should be returned to Ray Lagleder with corrections clearly noted on the report.

Other Verification Reports – PEIMS Data Check

At times there may be additional reports sent to the campuses for verification. Some reasons for more verification reports may include things such as:

- Issues with a particular data set is discovered
- Due to audit requirements as imposed by the TEA

Other Day-to-Day Items and PEIMS Changes

TSDS Unique ID

Starting with the 2012-2013 Summer PEIMS Submission all districts are required by the TEA to report a Unique ID for all students. This process will be handled by Data Processing for the 2012-2013 school year.

Data Processing is in the process of developing procedures to handle this coding for the 2013-2014 school year. These procedures, when completed, will be sent to the principals.

TREx

Remember that TREx is an ongoing process. All inbound TREx records requests should be completed within 3 working days. For further procedural information about TREx please visit the Data Processing website (must be logged into the DISD website to view).

PEIMS PK Coding

For campuses with PK students please remember there is additional PEIMS coding for these students. For documentation on this process please see the Data Processing website (eSchool Documentation > Demographics Documentation).

PEIMS Early Reading Indicator Code

Starting with the 2012-2013 school year all students in grades KG-2nd must have an Early Reading Indicator code assigned for both the Fall and Summer submissions. Data Processing normally mass assigns the code and then the campus is responsible for updating the students who need to be coded differently. A document explaining this process can be found on the Data Processing website (eSchool Documentation > Demographics Data).

Title I Targeted Assistance Campuses

The campus is responsible for letting Data Processing know which students are receiving educational services from Title I monies, and what services they are receiving. Services include one or more of the following:

- a. Counseling Services
- b. Health services
- c. Mathematics
- d. Reading
- e. Science
- f. Social Studies
- g. Social Work

Data Processing will enter the data for the campuses as it is received.