

**FALL PEIMS DATA QUALITY CHECKLIST**  
**(All Reviews must be completed BEFORE the FINAL PEIMS SUBMISSION)**

Category	Task	TxEIS Report to Verify Data	TSDS Report to Verify	Person Responsible	Date
Budget	Review Budget Summary by Object Code - All object codes must be allowable in the FASRG.	FIN3300 Chart of Accounts	PDM1-100-002		
Budget	Review the overall district budget. At a high level review by fund and object does the report match the adopted budget as of snapshot?		PDM1-100-009		
Budget	Review the Fall Financial Accountability data. Review critical indicators such as Student-Teacher ratio, Student-Staff ratio and School FIRST ranges.		PDM1-100-012		
Budget	Shared Service Arrangements (SSA) - Obtain a list of all SSA with other ISDs and ESCs.		PDM1-100-014		
Staff	Review the Staff Counts and Totals - Compare to the prior year - Are there any substantial increases and/or decreases?		PDM1-110-001		
Staff	Review the Staff Counts and Totals - Compare to the prior year - Are there any part-time staff?		PDM1-110-001		
Staff	Review the Staff FTE Summary - Compare to the prior year - Are there any new positions or positions that don't exist anymore? Are there any contracted staff?		PDM1-110-004		
Staff	Review the service IDs (courses) being reported and the corresponding number of staff teaching and students being served. Are the population served codes correct for each service ID?		PDM1-110-005		
Staff	Review the Staff by Role ID - Compare the total staff by Role ID to the district's Position Control and to Prior Year Totals. Are there any Role IDs missing or added from the prior year?		PDM1-110-006		
Staff	Review the staff paid from PICs for special programs. Verify with the special program coordinator(s) that the staff should be paid from the special program. (PICs 21-38, as applicable)		PDM1-110-007		
Staff	Review the Individual Staff Profiles - Does the Demo, Payroll and Responsibility data match, i.e. If a teacher, is there an 11-6119 account code and an 087 Role ID with Service IDs?	HRS 1250 & HRS6350	PDM1-111-001		
Staff	Review the Individual Staff Profiles - Does the Demo, Payroll and Responsibility data match, i.e. If a teacher, is there an 11-6119 account code and an 087 Role ID with Service IDs?	HRS 1250	PDM1-111-001		
Staff	Review the Individual Staff Profiles - Does the Payroll Data PIC code match the Responsibility Pop Served Code? [For example, PIC 23 with a Pop Served of 06 - both reflect Spec Ed].	HRS 1250 & SRG0110	PDM1-111-001		
Staff	Review the Individual Staff Profiles - Have all annual stipends been entered in the Payroll Data section?	HRS 1250	PDM1-111-001		
Staff	Review the Individual Staff Profiles - Have all paraprofessional with a pop served code of 06 (SpEd) been coded with a grade level, # of students and para certification code?	HRS 1250	PDM1-111-001		
Staff	Staff Roster - Review years of experience. Teachers must have total years teachers and total years with district.	HRS 1250	PDM1-111-002		
Staff	Staff Roster - Review staff listed with a code "3" contracted staff. Verify if the district has any contracted staff. If not, all staff should have a code "1" district employee.		PDM1-111-002		
Staff	Class Size Roster - Verify if any teacher has a class size that exceeds 22 of "Yes". Secondary teachers, PE teachers, etc. may have a class size greater than 22.	SRG2500 & SRG0350	PDM1-111-003		
Staff	Class Size Roster - Verify if any teacher has "0" students which may indicate that the teacher is not the Teacher of Record, Inclusion, or a Pull-Out teacher that had no assigned students on snapshot.	SRG2500 & HRS6350	PDM1-111-004		
Staff	Review the list of PE teachers and verify their number of PE minutes per week.		PDM1-111-006		
Organization	Verify that all organization data is accurate. Obtain C & I approval of GT/CTE Program data.	State Reporting Module	GT: PDM1-116-009 CTE: PDM1-116-007		
Student	Review the disaggregation of student data. At a high level are there populations that should be reported but are not on the report? Do any other enrollments/counts appear too low or high. Drill down on the specific data, as needed.		PDM1-120-009		
Student	Students by Sex, Ethnicity and Grade - Review report for any missing categories of data	SRG0600	PDM1-120-001 (Can be run by sub-pops)		
Student	LEP/ESL Program Data - Verify if any students have a Home Language of "98" or "Other". If so, research to determine if the student transferred from another district with this coding.	SRG0600	PDM1-120-002		
Student	LEP/ESL Program Data - Verify that ESL students have a Parent Permission Code is coded as participating in ESL.	SRG0600	PDM1-120-002		
Student	Student Program Roster - Compare the data to the prior year for reasonableness and outliers.	SRG0600	PDM1-120-003		

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Student	Student ADA Eligibility by Grade - Verify if there are any EE students with ADA eligible code "1" for full day. If so, verify with Sp Ed department.	SAT2200	PDM1-120-004		
Student	Student ADA Eligibility by Grade - Verify that all PK students have an ADA eligibility code of "2" 1/2 day or "6" 1/2 day transfer.	SAT2200	PDM1-120-004		
Student	Student ADA Eligibility by Grade - Verify that all ADA code "3" and "6" total to the total number of transfer students.	SAT2200	PDM1-120-004		
Student	Student ADA Eligibility by Grade - Verify if any students other than PK students have an ADA eligibility code of "2" 1/2 day or "6" 1/2 day transfer. If so, verify their enrollment. Verify ADA 0, too.	SAT2200	PDM1-120-004		
Student	Student Data Review - Verify the totals by special program or identifier. Compare to prior year for reasonableness and outliers.	SRG0600	PDM1-120-005		
Student	Underreported Students Presumed At-Risk - Verify the status of any students included on this report.	SRG1500	PDM1-120-007		
Student	Student Crisis Code - Verify that all students have a Crisis Code A, B or C.	SRG1900	PDM1-120-011		
Student	PK Student Roster Summary by Early Reading Indicator - Verify that all students have been coded with either a 1 (is eligible) or 2 (is not eligible). Verify if any students are coded "3" not assessed as of snapshot.	SRG0650	PDM1-120-013		
Student	Student Advanced Academic Roster - Verify that students with Industry Certifications are reported correctly.	User Created Report	PDM1-120-016		
Student	Student Foundation HS Program Graduate Roster - Verify the total number of graduates and the DLA code.	SGP1100	PDM1-120-018		
Student	Student Census Block Roster - Verify that all students have a Census Block (except for students who are reported as Homeless or Ineligible)	State Reporting > Reports > Fall Student Demo Data	PDM1-120-020		
Student	Industry-Based Certification - Verify that all students who have passed an IIBC are reported with their date of completion. Verify IBC Fee reported, if present.	User Created Report	PDM1-120-021		
Student	Sp Ed Students - Verify if all students are coded as "IDEA B". If not, verify with the Sp Ed department. If any are not coded IDEA-B, are they under 3 years of age or over 22?	User Created Report	PDM1-121-003		
Student	Sp Ed Students - Verify students coded as "Speech Only" with the Sp Ed department.	SEM0200	PDM1-121-003		
Student	Graduates - Verify if all graduates have been reported and if all graduates are coded 34, verify with the HS principal that there are no other graduation types.	SGP1100	PDM1-124-003		
Student	School Leaver Summary - Verify if there are any dropouts. If so, verify that the student was not recovered.		PDM1-124-005		
Student	Graduate Roster - Verify the endorsements for graduates. If no endorsements, verify with principal.	SGP1100	PDM1-124-007		
Special Reports	District Level Q&A - Verify the percentage change in Enrollment/FTEs from the prior year. Research any outliers.		PDM1-231-001		
Leaver	Preliminary Presumed Underreported Students - Research the UID for enrollment in other ISDs. <b>(Run this report after the first submission due date.)</b>		PDM1-320-002		
UID	Are there any discrepancies for Staff or Students? If so, research and correct and/or address.		PDM1-610-001 & PDM1-600-001		

**SUMMER PEIMS DATA QUALITY CHECKLIST**  
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<b>TxEIS Module (Category)</b>	<b>Task</b>	<b>TxEIS Report to Verify Data</b>	<b>TSDS Report to Verify</b>	<b>Person Responsible</b>	<b>Date</b>
Preparation	Clear Prior Year Summer data-ALL			Fin/Payroll Specialist or CFO	
Attendance	Review the overall attendance data. At a high level review the percent attendance, ineligible days, refined ADA, etc.	SAT0500 SAT0900 SAT0920	PDM3-120-004		
Attendance	Verify posting codes - Check ADA Code box for all posting codes that are NOT eligible for ADA funding.		PDM3-130-001	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)		PDM3-116-003	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. Check for No-Shows	SAT1700	PDM3-131-005 PDM3-120-010		
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	PDM3-120-012		
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	PDM3-120-004 PDM3-120-017		
Attendance	Verify if there are any excess contact hours for students served in CTE and Sp. ED.		PDM3-120-013		
Attendance	Verify that all transfer students have a District of Residence	SRG1800	PDM3-130-009		
Campus Data	Verify that Expanded Learning Opportunities (ELO) are entered in the Campus Profile.	SRG0100	PDM3-116-008		
Discipline	Verify discipline records with the source document (Discipline Referral/Action forms)	SDS1000	PDM3-132-001 PDM3-132-002		
Discipline	Verify restraint events, if any, to include the date, time, reason, reporting period and type of restraint.	SDS0250 & SEM1100 SE	PDM3-132-005 PDM3-125-001		
Discipline	Verify students enrolled in special program if the were placed in a disciplinary setting more than 5 consecutive days.	SDS0200SE SDS0300ESL SDS1800CTE	PDM3-132-005 PDM3-125-001		
Discipline	Verify absences posted while under discipline for any discrepancies	SDS1700	PDM3-132-005 PDM3-125-001		
Discipline	Verify discipline records that may trigger an edit and/or performance based monitoring errors.	SDS1300	PDM3-132-005 PDM3-125-001		
Grade Reporting	Verify the District Master Course list - Service ID, CTE, Pop Served, Role ID and Teacher of Record	SGR0050	PDM3-112-001		
Grade Reporting	Verify that all courses have a valid Service ID (C022)	SGR0220	PDM3-112-001		
Grade Reporting	Verify all CTE courses to ensure the CTE Code, Service ID and CTE credit hours correct	SGR0500	PDM3-130-002		
Grade Reporting	Verify all Dual Credit courses and code on Section record	SGR0500	PDM3-120-008		
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	PDM3-133-001		
Graduation Plans	Verify graduation plan: Foundation, Distinguished and Endorsements	SGP1000	Prepare for Fall Data		
Graduation Plans	Verify Industry Credentials or Certification	SGP1000	Prepare for Fall Data		
<b>TxEIS Module (Category)</b>	<b>Task</b>	<b>TxEIS Report to Verify Data</b>		<b>Person Responsible</b>	<b>Date</b>

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Graduation Plans	Verify Associate degree	SGP1000	Prepare for Fall Data		
Graduation Plans	Verify the PGP graduate data	SGP1000	Prepare for Fall Data		
Graduation Plans	Verify the Indiv Grad Committee code for student that had a committee established for them (reported for 11th and 12th only)	SGP1000	PDM3-120-007		
Registration Data (Attendance Data)	Verify the Name, Grade, DOB, SSN and Track	SRG0200	PDM3-120-012		
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	PDM3-120-012		
Registration Data	Verify all ESL students and appropriate codes - Is there documentation on file?	SRG1200	PDM3-120-012		
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	PDM3-120-012		
Registration Data	Verify all Title I students and appropriate code (codes 7 & 8 are for Targeted Assistance campus). Is there documentation on file?	SRG1200	PDM3-134-003		
Registration Data	Verify all General program records for students such as 504. Is there documentation on file?	SRG1900	PDM3-120-007		
Registration Data	Verify all Students with a CTE code. Does the code match the student's grade reporting courses?	SGR1600	PDM3-120-007		
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	PDM3-120-007		
Registration Data	Verify students with the Foster Care indicator code - Is there documentation on file?	SRG0600	PDM3-120-007		
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	PDM3-120-007		
Registration Data	Verify Homeless students - Is there documentation on file?	SRG0600	PDM3-120-007		
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	PDM3-120-001		
Registration Data	Verify Post-Secondary Certification-Licensure code - New for Summer 2020 (Nationally recognized business or industry certification)	SGP1000	Prepare for Fall Data		
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	PDM3-120-012		
Registration Data	Verify students served in GT. Is there documentation on file?	SRG0600	PDM3-120-012		
Registration Data	Verify student who are 504 under the Invention Strategy Indicator code.	SRG1900	PDM3-120-007		
Registration Data	Verify students who are Military Connected - most, if not all LISD students should be coded as Military Connected.		PDM3-120-007		
Registration Data	Verify student's Crisis Code under the Other Special Programs. Use the Crisis Codes for COVID.	SRG1900	PDM3-120-005		
Registration Data	Verify the PK codes for all Pk students to include the PK Eligible Previous Year (new for 2020)	SRG0650	PDM3-120-017		
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	PDM3-120-017		

## AUDIT RED FLAGS

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 spec ed 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 ( <b>SAT1900</b> )	Roster of Students with Perfect Attendance and No Course Completion Indicator ( <b>PDM3-131-005</b> )
<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 ( <b>PDM3-131-003</b> )
<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 ( <b>PDM3-133-001 - run by campus</b> )
<input type="checkbox"/> Verify that all KG students are under age five.	Student Birthday Listing ( <b>SRG0500</b> )	Roster of Kindergarten Students Under Age Five ( <b>PDM3-131-002</b> )
<input type="checkbox"/> Identify over-age students for whom eligible days attendance is reported.	Student Birthday Listing ( <b>SRG0500</b> )	Roster of Students Age 21 Not in Special Education or Over Age 21 with Eligible Days Present ( <b>PDM3-131-009</b> )
<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 ( <b>SAT1800</b> )	Roster of Students Reporting More Than Three Excess Contact Hours Per Day ( <b>PDM3-131-008</b> ) and Superintendent's Report of Special Education Eligible Days & Excess Hours ( <b>PDM3-130-004</b> )
<input type="checkbox"/> Identify any excessive days for Pregnancy Related Services (PRS) participation.		Roster of Pregnancy Related Services ( <b>PDM3-131-001</b> )
<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 ( <b>SGR1650</b> )	Roster of 7th & 8th Grade Students Generating More Than One Career & Technical Contact Hour Per Day ( <b>PDM3-131-007</b> )
<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 ( <b>PDM3-131-011</b> )
<input type="checkbox"/> Identify campuses that do not report any discipline records.		Percent Change From the Previous Year ( <b>PDM3-231-001 - run for Discipline to get counts by campus</b> )
<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 ( <b>SRG1200</b> )	Title I Part A Student Summary by Campus ( <b>PDM3-134-002</b> )

Description	TxEIS Reports	TSDS Reports
<input type="checkbox"/> Ensure you have all entry and withdrawal records	Entry/Withdrawal Summary ( <b>SAT1700</b> )	
<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 ( <b>SDS1800</b> )	
<input type="checkbox"/> Identify students who earned CTE ADA for a self-paced course.	Career and Technology Code Verification ( <b>SGR1600</b> )	
<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 ( <b>SDS0200</b> )	

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