

Lackland ISD
PEIMS Timeline 2021-2022

DATE	ACTIVITY	DATA REQUIRED
2021		
8/03	Update PEIMS-related code tables	Update all PEIMS-related code tables in ASCENDER 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
8/16 - 9/17	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)
9/10	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
9/21	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
9/24	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
SnapShot 9/24	Snapshot Date: Class Roster (Fall)	Data will be extracted the following Wednesday (all master schedule changes as of SNAPSHOT DATE must be posted.)
9/24 Last Friday in September	Close of the 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)
10/01	Staff Data in HR	HR department updates and enters all non-classroom staff data in ASCENDER.
10/01	Contracted Staff FTEs	Verify with the Finance department if there are any Instructional Contracted Staff FTEs.
10/21 due TEA	CLASS ROSTER/FALL Snapshot date 9/24/2021 (NY Insert extract, review, and sign-off dates)	Teacher/Student schedules and courses. Links student assessment results to the teacher. Grades 01-12. The deadline to submit to TEA on 10/21/2021.
10/18-10/22	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

DATE	ACTIVITY	DATA REQUIRED
Snapshot 10/29 Last Friday in October	Snapshot 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
9/13 -11/1 TSDS ready users to promote data	Fall Submission (Due to ESC 11/18) 11/1 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.
10/29	End 2 nd Six Weeks (24)	Enrollment/Attendance: Campus Summary Reports SAT0900/0600 <u>PS:</u> Run SAT0950 when campuses are done
11/5	Payroll Stipends	Finance/Payroll Specialist enters all stipends and payroll activity codes in PEIMS State Reporting module (frozen file in ASCENDER)
11/10	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 checklist and return by 11/10
11/18	Fall Submission Complete	Obtain Superintendent approval & transmit to ESC Submission Due to ESC on or before 11/18/2021.
11/29	Presumed Underreported Students	Generate and verify the Presumed Underreported report 1 week after the Fall Submission date.
12/1– 12/3	Determination of Fall Resubmission due 1/13/2022	Review of all data to determine if the resubmission is necessary: Obtain Superintendent approval & resubmit, if needed
12/17	End 3 rd Six Weeks (28)	Enrollment/Attendance: Campus Summary Reports SAT0900/0600 <u>PEIMS Specialist:</u> Run SAT0920 when campuses are done
12/17	End of 1 st Semester	Complete all End-of-Semester tasks: Course Credit, Graduates
2022		
1/5	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
1/10	Distribute Fall PEIMS Data Reports	Distribute PEIMS Budget, Staff, and Student Fall Data report to all stakeholders. (PEIMS Specialist generate reports)
1/5-1/14	Midyear Submission Complete	Actual Financial data for 2018-2019 due to ESC – 1/20/2022 Finance Dept. only (due to TEA 1/27)
1/25	Determination of Midyear Re-Submission . Due to TEA 2/10/2022	If required- due to ESC – 2/03/2022 Finance Dept. only
1/27	ECDS KINDERGARTEN Due date 1/27/2022	Beginning of year Kindergarten assessment results. Deadline to submit to TEA 1/27/2022
2/01	Internal Audits of PEIMS Data (after the end of Semester 1)	Internal review of PEIMS data such as attendance, leaver, discipline, etc. (CFO and/or Fin/Payroll Specialist)
2/8	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

DATE	ACTIVITY	DATA REQUIRED
2/11	End 4 th Six Weeks (27)	Enrollment/Attendance: Campus Summary Reports SAT 0600 & SAT0900. <u>PS:</u> Run SAT0920 when campuses are done
2/17 due TEA	SPPI-14 Due date 2/17	Student and parent/contact information (Special Education). Submission due to TEA by 2/17/2022.
SnapShot 2/25 2/25/2022	Snapshot Date: Class Roster (Spring Submission)	Data will be extracted (all master schedule changes as of SNAPSHOT DATE must be posted.) on 3/03/2022.
3/01	GT Identification of Kinder	Kindergarten students must be identified and served in Kinder BEFORE March 1 st of the current school year.
3/31 due TEA	Class Roster/Winter Due 3/31 SnapShot 2/25	Teacher/Student schedules and courses. Links student assessment results to the teacher. Grades 01-12. Deadline to submit to TEA 3/31/2022.
4/8	End 5 th Six Weeks (33)	Enrollment/Attendance: Campus Summary Reports SAT0600 & SAT0900. <u>PS:</u> Run SAT0920 when campuses are done
5/01	Start Summer PEIMS Processing Checklist	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.
5/16-6/3 TSDS ready to complete, accept & Approve	<u>Summer Submission</u> (Due to ESC 6/9) The last extract for TSDS is 6/3 All data is 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 Fatals & 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 checklist and return by June 3. Registrar: Make all necessary corrections in ASCENDER -Obtain sign-off checklist for campus & forward to PEIMS Specialist by June 3.
5/16-29/22	Verify Summer PEIMS Data	Refer to Summer PEIMS Processing Checklist (Task List). All tasks must be completed by June 3, 2022, to extract the data to PEIMS.
5/16	Verify Individual Grad Committees	Verify with HS Counselor if any IGCs were convened and ensure that the campus enters code 01 (IGC Reviewed) for PEIMS.
5/26	End 6 th Six Weeks (32)	Enrollment/Attendance: Campus Summary Reports SAT0600 & SAT0900. <u>PS:</u> Run SAT0920 when campuses are done
5/26	End of 2 nd Semester	
5/26	End-of-Semester Processes	Verify that all 2 nd -semester credits have been awarded after grades/report cards are complete. Assign Pass-Fail indicator codes. Code graduate data.
6/3	Final Extract Summer PEIMS Data	No changes should be made in ASCENDER after this extract unless the changes are made in BOTH ASCENDER and PEIMS due to an error.
6/3	PEIMS Reconciliation 6 week ASCENDER reports. <u>vs</u> PDM3-130-001	<u>PEIMS Specialist & Attendance clerks:</u> Reconcile ASCENDER attendance reports to TSDS Attendance Contact Hours from Submission. Verify & If necessary, reprint and obtain signatures
6/3	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.

DATE	ACTIVITY	DATA REQUIRED
6/3	PID/UID Errors & Duplicate Enrollment	Review the reports and resolve any discrepancies before the submission of Summer PEIMS Data.
6/9	<u>Summer Submission Complete</u>	Obtain Superintendent approval. Submit to ESC Due 6/9 to ESC and due to TEA by 6/16
6/13	Determination of Summer Resubmission	Review of all data to determine if the resubmission is necessary: Resubmission due 7/14
6/23	ECDS PreKinder Due date 6/23	Student demographics, classroom information, and special program data. Submission to TEA by 6/23
6/23	Spec Ed Language Acquisition Due date 6/23	Data on the language acquisition of children eight years of age or younger who are deaf or hard of hearing. Submission to TEA by 6/23.
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.
7/21	RF Tracker due 7/21	Students with disabilities who reside in residential facilities. (Only If applicable). Submission to TEA by 7/21.
7/28	Child Find NEW	This new collection will include students for whom the Special Education evaluation process was completed on or between 7/1-6/30 of a school year. Complete to TEA 7/29
8/6	ESY Data Submission due 8/19	ESY Data due from Ft. Sam (no later than 2 weeks after the end of summer program June & July) ESY data, Credit recovery, ESL, & dual credit summer school
8/18	<u>Extended Year Submission Complete</u>	Obtain Superintendents approval. Submit to ESC Due 8/18; TEA 8/25
9/8	Extended Yr. Re-submission	If required- due to Reg. 20 by 9/8; TEA 9/15
Ongoing Tasks:	Weekly	Unique ID assignment (staff and students)
		Send weekly UID enrollment file & Enrollment Event
		x 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.
		x 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
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 on 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 (8)