



Donna Independent School District

PEIMS Department Checklist

MONTH	TASK	DATE	COMPLETED
Weekly	Unique ID Assignment Student & Staff		
	Send Weekly UID Enrollment File		
	Run any Calculations for Attendance in Student Information Systems		
	Run Weekly Error Reports		
Six Weeks	Run Six Wks Campus Summary Report, Student Detail Report Run District Campus Summary Report, Signed by Superintendent		
	Share Campus Summaries with Special Program Directors		
	Every six wks discipline personnel need to update discipline incidents with correct Actual Days vs Scheduled Days		
	Run & verify Special Programs information		
August	Develop Training Calendar for the year for the following: TReX, PEIMS Overview, Discipline, Bil/ESL, Staff Responsibilities		
	Review changes in Student Attendance Accounting Handbook and send different sections to the program directors		
	Update Leavers, Discipline, TReX, Attendance, PEIMS handbook		
	Look out for the TEA admission/enrollment letter and make sure we are in compliant		
	Request LPAC Calendar		
	Check if Discipline Referrals need to be updated based on new Discipline Rules/Codes		
	Update Discipline Reasons and Actions Codes based on new Discipline Rules/Codes in handbooks and in SIS		
	Review local Attendance Codes with Administration		
	Confirm updated SIS is updated with C022 table service ids		
	Provide Counselors with the Graduation Type Codes listing for proper identification		
	Run preliminary Graduation Counts with High Schools to confirm accuracy		
	Confirm if any Attendance Waivers have or need to be turned in		
	Present PEIMS Updates at Administrators meeting with Principals and with any other Special Programs Staff Meeting		
	Review Roles access list to remove personnel that left or add new personnel TEAL Applications: TReX, TSDS and SIS		
	Review State IDs Assignment Log by Campus to make sure no one is running out of State IDs		
	Update email distribution list for the new school year from PEIMS Clerks to Campus Administrators		
	Request all School Calendars: regular, headstart, JJAEP, Alternative Campuses and confirm calendar setup is correct in SIS		
	Review First Day Procedures with Campuses		
	Verify 'No shows' in SIS are coded correctly.		
	Review campus bell schedules and update SIS		
Review configuration screen in SIS for attendance, registration, scheduling, and grade reporting.			
Review Master Schedule configuration: Service IDs, Sequence, NonCampus Based Code, CTE, Contact Hours,			
Credit by Exam, computer courses, Dual Credit courses, PK ECDS elements, KG Homeroom Indicator Code			
Review Ask Ted District and Campus list is correct			

MONTH	TASK	DATE	COMPLETED
	Give campuses list of continuing JJAEP or DAEP placements from last school year incidents.		
	Review Homeless students if any need to be removed or added		
	Review SSI indicator with Campuses		
	Meet with and Share all PEIMS Extended Year Submission reports with respective Campuses/Departments/Superintendent		
	Review TSDS PEIMS report counts against local SIS counts		
	Send out PEIMS Extended Year Submission Approval Form to campuses and dept heads		
	Set a date for last District Extract so any Extended Year Submission changes can be made in PEIMS Frozen tables		
	PID's name, ethnicity/gender cleared from Extended Submission		
September	Provide Campuses roster of potential Dropouts for recovery		
	On the last six weeks run First Six Weeks Reconciliation Process with campuses		
	Review At-Risk coding with Campuses		
	Confirm HR is updating PEIMS elements in their system		
	Share Master Schedule list with CTE dept for review of Service IDs and Contact Hours		
	Begin running reports for verification of PEIMS data.		
	Start doing preliminary PEIMS extracts and uploads		
	Save TSDS PEIMS table downloads for Extended Year Submission		
Close of school-start window – Last Friday in September			
October	Ask HR if there are any contracted employees that need to be reported		
	Coordinate with HR and Finance that all changes have been made and determine PEIMS extract date		
	PEIMS Fall snapshot date		
	TSDS FALL PEIMS ready to complete, approve & accept sub. SPPI-14 ready for users to complete (NEW)		
November	Clear all Fatales and review Special Warning and Warnings for PEIMS Fall Submission		
	Meet with and Share all PEIMS Fall Submission reports with respective Campuses/Departments		
	Review TSDS PEIMS report counts against local SIS counts		
	Send out PEIMS Fall Submission Approval Form to campuses and dept. heads		
	PID's name, ethnicity/gender cleared from Fall Submission		
FALL PEIMS first submission due to ESC			
December	Run Presumed Underreported report 1 wk after Fall sub due date		
	Remind Finance Dept about Mid-year due dates		
	Update any students that enrolled that were considered dropouts before.		
	FALL PEIMS First Submission due to TEA		
	TSDS MID-YEAR PEIMS ready to complete, approve & accept sub.		
FALL PEIMS resubmission due to ESC			
	If reporting SSA for Mid-Year submission, make sure it's entered		
	Make sure Mid Term Graduates are entered for all campuses		
	Save TSDS PEIMS table downloads for Fall Submission		
	Review all campuses are still meeting minimum operational/instructional days – possible waiver needs to be requested		

MONTH	TASK	DATE	COMPLETED
January	Review campuses had an ADA less than 10% than overall ADA from previous year – possible waiver needs to be requested		
	Clear all Fataals and review Special Warning and Warnings for PEIMS Fall Submission		
	Meet with and Share all PEIMS Fall Submission reports with respective Campuses/Departments		
	Clear all Fataals and review Special Warning and Warnings for PEIMS Midyear Submission		
	Meet with and Share all PEIMS Midyear Submission reports with respective Campuses/Departments/Superintendent		
	Review TSDS PEIMS report counts against local SIS counts		
	Send out PEIMS Midyear Submission Approval Form to campuses and dept. heads		
	FALL PEIMS resubmission due to TEA		
	MID-YEAR PEIMS first submission to ESC		
	MID-YEAR PEIMS first submission due to TEA		
	ECDS KG submission due to TEA		
February	On the last six wks run fourth six wks reconciliation process with campuses		
	Perform internal Audit Leavers/Withdrawals for current year		
	Perform internal Audit Discipline records for current year		
	Perform internal Audit Attendance current year- create campus visit schedule and share with campus administrators.		
	Save TSDS PEIMS table downloads for Midyear Submission		
	Remind Campus Staff about safeguarding and keeping Attendance and auditable documents for end of year safekeeping		
	MID-YEAR PEIMS resubmission due to ESC		
	MID-YEAR PEIMS resubmission due to TEA		
	SPPI-14 submission due to TEA 02/20/20 NEW		
	CLASS ROSTER WINTER snap shot date – Last Friday in February		
CLASS ROSTER WINTER ready for users to complete			
March	Ensure all Discipline referrals have been entered for all campuses.		
	Begin to run error checks on them.		
	CLASS ROSTER WINTER submission due to TEA		
April	Send Master schedule list of teachers with Assistant and Support Teachers to have them verify.		
May	Review all campuses are still meeting minimum operational/instructional days – possible waiver request		
	Review campuses had an ADA less than 10% than overall ADA from previous year – possible waiver request		
	Coordinate with other staff on Summer PEIMS reportable data and when its due:		
	-Bil/ESL Summer School		
	-Dual Credit Courses taken in Summer		
	-Special Education Extended		
	-OFSDP Credit Recovery		
	Ask about restraints and special ed. restraints		
	Set a date for last District Extract so any Summer Submission changes can be made in PEIMS Frozen tables		
	PRS: Print and review list to ensure these students:		
	Do not have Career/Tech contact hours for time homebound.		
Have exit dates if no longer pregnant/6-week post pregnancy.			

MONTH	TASK	DATE	COMPLETED
May	Homebound documentation/absences verified		
	Homebound (SpEd): Print list of students with instructional setting		
	'01'. Ensure that these students do not have career/tech contact hours for time homebound.		
	Gifted/Talented: print list and give to coordinator to verify		
	Curriculum to verify district course info:		
	All dual Credit courses		
	All articulated credit courses		
	College hours per course we offer		
	Early Reading Indicators for K-2		
	TSDS SUMMER PEIMS ready to complete, approve & accept sub.		
	RF Tracker ready for users to complete		
June	PID's name, ethnicity/gender cleared from Summer Submission		
	Remind Campus Staff about safeguarding and keeping Attendance and auditable documents for end of year safekeeping		
	Clear all Fatales and review Special Warning and Warnings for PEIMS		
	Summer Submission		
	Meet with and Share all PEIMS Summer Submission reports with respective Campuses/Departments/Superintendent		
	Review TSDS PEIMS report counts against local SIS counts		
	Send out PEIMS Summer Submission Approval Form to campuses and dept heads		
	Safeguard and keep Attendance and auditable documents for end of year safekeeping		
	Run Dual Enrollment Report from Summer Submission: verify enroll & w/d		
	SUMMER PEIMS first submission due to ESC		
	SUMMER PEIMS first submission due to TEA		
ECDS PK submission due to TEA			
July	Save TSDS PEIMS table downloads for Summer Submission Extended Year Submission		
	Coordinate		
	-Bil/ESL Summer School		
	-Dual Credit Courses taken in Summer		
	-Special Education Extended		
	-OFSDP Credit Recovery		
	Send Eligibility Guidelines and Eco Dis coding instructions to PEIMS		
	Clerks		
	Update checklist for 20/21		
	SUMMER PEIMS resubmission due to ESC		
	SUMMER PEIMS resubmission due to TEA		
RF Tracker submission due to TEA			

