

2024-2025 PEIMS Coordinator Checklist Example

DAILY	Ensure daily attendance audit reports are run by campus or district staff			
WEEKLY	Unique ID Assignment Student & Staff			Notes
	Send Weekly UID Enrollment Tracking Student File (ET)			
	Run any Calculations for Attendance in SIS			
	Run Weekly Error Reports			
SIX WEEKS	Confirm Campuses run end Six Weeks Campus Summary Reports, Student Detail Report			
	Run District Campus Summary Report, Signed by Superintendent by the 10 th day following the last day of cycle per the SAAH.			
	Share Campus Summaries with Special Program Directors			
	Discipline personnel need to update discipline incidents with correct Actual Days vs Scheduled Days. Audit attendance reports to ensure the discipline dates match the dates in attendance.			
	Run & verify Special Programs information			
	Run the Class Attendance Verification – Signed by teacher signature			
	Run the Detail Attendance by Course – Verified			
	Remember to rerun attendance reports if changes were made in your SIS.			
MONTH	TASK	DATE	COMPLETED	CONTACT
AUGUST	Develop Training Calendar for the year <ul style="list-style-type: none"> ● TReX ● PEIMS Overview ● Discipline ● Emergent Bilingual/ESL ● Staff Responsibilities 			
VERY IMPORTANT	Complete first day attendance. Generate audit reports for signature and file in audit box.			
	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			

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MONTH	TASK	DATE	COMPLETED	NOTES
<i>AUGUST</i> <i>continued</i>	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 SIS is updated with course table service ids per the TWEDS			
VERY IMPORTANT	Attendance Reconciliation by campus – Complete prior to the end of cycle one			
	Provide Counselors with the Graduation Type Codes listing for proper identification			
	Run preliminary Graduation Counts with High Schools to confirm accuracy			
VERY IMPORTANT	Ensure your district has an up-to-date District Procedure Manual – Best practice would be to have approved by your school board.			
	Ask to present PEIMS Updates at Administrators meeting with Principals/Assistant Principals, and with any other Special Programs Staff Meeting			
	Review staff roles access list to see if you need to remove personnel that left or add new personnel. <ul style="list-style-type: none"> ● TEAL Applications: TReX and TSDS ● Student Information Software 			
	Review State IDs Assignment Log by Campus to make sure no one is running out of State IDs. A TIMS ticket is required to request additional numbers.			
	Update email distribution list for the new school year from PEIMS Clerks to Campus Administrators			
	Request all School Calendars: regular, head start, 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, Non-Campus Based Code, CTE, Contact Hours, Credit by Exam, computer courses, Dual Credit courses, PK ECDS elements, KG Homeroom Indicator Code			
	Review AskTED District and Campus list is correct			

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	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			
	PEIMS Extended Year Submission due to TEA (In.XML)	08/29/2024		
	Send out PEIMS Extended Year Submission Approval Form to campuses and dept heads			
MONTH	TASK	DATE	COMPLETED	CONTACT
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 department for review of Service IDs and Contact Hours			
	Begin running reports for verification of PEIMS data.			
	Enrollment Tracking Data Report Due to TEA	09/13/24		
	Start doing preliminary PEIMS extracts and uploads			
	Save TSDS PEIMS table downloads for Extended Year Submission			
	PEIMS Extended Year Resubmission due to TEA, if applicable	09/19/24		
	Close of school-start window – Last Friday in September	09/27/24		
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			
	Charter Waitlist due for Charter schools only	10/25/24		
	PEIMS Fall snapshot date	10/25/24		
	TSDS FALL PEIMS ready to complete, approve & accept sub.	10/28/24		
NOVEMBER	Clear all Fatals 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			

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	Perform internal Audit Discipline records for current year			
	Perform internal Audit Attendance current year			
	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 TEA	02/13/25		
	SPPI-14 submission due to TEA	02/14/25		
	CLASS ROSTER WINTER snapshot date – Last Friday in February	02/28/25		
	CLASS ROSTER WINTER ready for users to complete	02/28/25		
	Prep next year database for master schedule			
MONTH	TASK	DATE	COMPLETED	CONTACT
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	03/27/25		
	Work with administrators to prep for next year			
MAY	Review all campuses are still meeting minimum operational/instructional days – possible waiver needs to be requested			
	Review if any campuses had an ADA less than 10% than overall ADA from previous year – possible waiver needs to be requested			
	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 and DFPS reports			
	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: 1. Do not have Career/Tech contact hours for time homebound. 2. Have exit dates if no longer pregnant/6-week post pregnancy. 3. 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			

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	Curriculum to verify district course info: 1. All dual Credit courses 2. All articulated credit courses 3. College hours per course offered Update AAR with senior information -FAFSA date -POI date -Speech date -CPR date Graduation coding IGC Review College Prep courses			
	Early Reading Indicators for K-2 C195 Dyslexia Risk Code for grades K-1 C222 Dyslexia Services Code students received services during school year C224			
	TSDS PEIMS SUMMER ready to complete, approve & accept sub.	05/19/25		
	RF Tracker and SELA ready for users to complete	05/19/25		
	Child Find ready for users to complete	05/19/25		
JUNE	Request to retire Unique IDs due at TEA	07/11/25		
MONTH	TASK	DATE	COMPLETED	CONTACT
	Remind Campus Staff about safeguarding and keeping Attendance and auditable documents for end of year safekeeping			
	Clear all Fatais 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			
	Child Find ready for users to complete	05/19/25		
	SUMMER PEIMS first submission due to ESC	06/13/25		
	SUMMER PEIMS first submission due to TEA	06/20/25		
	ECDS PK submission due to TEA	06/26/25		
	SELA – Special Education Language Acquisition submission due	06/26/225		

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JULY	Save TSDS PEIMS table downloads for Summer Submission			
	Extended Year Submission -EB/ESL Summer School -Dual Credit and Career Technical Courses taken in Summer -Special Education Extended			
	Send Eligibility Guidelines and Eco Dis coding instructions to PEIMS Clerks			
	Update checklist for 25/26			
	Requests to retire Unique IDs due at TEA for PEIMS Summer Resub	07/11/25		
	SUMMER PEIMS resubmission due to TEA	07/17/25		
	RF Tracker submission due to TEA	07/17/25		
	Child Find submission due to TEA	07/31/25		
	Extended Year PEIMS Submission Due to TEA	08/28/25		
	Extended Year PEIMS Resubmission Due to TEA	09/18/25		