



## **Helpful Flowchart Step 2**

(Collaboration)

## **Ensuring Data is Error-Free at TEA**

To maintain **accurate and reliable data** at TEA, the following steps should be taken:

- **Generate all TEA reports** to review the submitted data.
- Establish a local verification system to check for inconsistencies or abnormalities at the PEIMS level, ensuring alianment with LEA trends.
- Provide reports to campuses for detailed review at the granular level.
- Share reports with program area departments and key stakeholders to verify data accuracy.
- Set clear deadlines for stakeholders to review and correct data in the source system before final submission.
- Regenerate TEA reports after corrections have been made and data has been re-extracted and submitted.
- Obtain stakeholder sign-off on reports and corrections to confirm accuracy before finalizing submissions.

## Why This Matters:

PEIMS data is the LEA's official record (THE STORY OF YOUR LEA that we create for them to read)—it represents what is reported to TEA and the federal government. This data directly impacts campus and district report cards, accountability ratings, and funding allocations. Ensuring accuracy is critical to reflecting the true performance and needs of our LEA.

