

TSDS Submission Success Checklist

Version 1.0



OVERVIEW:

This document is intended to provide local education agencies (LEAs) and education service centers (ESCs) with submission-based checklists to ensure successful data reporting to the Texas Student Data System (TSDS).

A visual for how the timelines for all TSDS submissions interrelate can be found at this link:

[Submission Relative Timeline Chart](#)

This document outlines the dates to be used for all future collections. Please refer to the [Addendum](#) for some of the date modifications for 2025-2026.

The clickable listing below allows for quick navigation for viewing details on each submission.

Submission	Due Date*
Charter School Waitlist	Last Friday in October
PEIMS Fall	Second Thursday in December
Residential Facility Tracker	Third Thursday in July
PEIMS Mid-Year	Fourth Thursday in January
Early Childhood Data System - KG	Last Thursday in January
State Performance Plan Indicator 14	Third Thursday in February
Class Roster	Fourth Thursday in March
PEIMS Summer	Third Thursday in June
Early Childhood Data System - PK	Fourth Thursday in June
Special Education Language Acquisition	Fourth Thursday in June
Special Education Data System - Summer	Last Thursday in July
PEIMS Extended Year	Fourth Thursday in August

*These are our standard timelines but depending on how some holidays fall each year TEA may adjust the due dates.

Stay ahead -- Stay Compliant

SUCCESS PROCESS:

Checklist

General Preparation (applicable for all TSDS submissions)

<input type="checkbox"/>	Prior to the start of school and throughout the school year	Review any changes to the Texas Education Data Standards (TEDS) via the TSDS Web-Enabled Data Standards (TWEDS) to ensure compliance with the data requirements for your collection and submission tasks.
<input type="checkbox"/>	Prior to the start of school and throughout the school year	Ensure that your LEA staff have requested the appropriate TEAL roles needed to fulfill their job responsibilities. Review Knowledge Bases article TSDSKB-606 for information on the TEAL roles.
<input type="checkbox"/>	During the first week of school	<p>Configure the Individual Operational Data Store (IODS) for the new school year.</p> <ul style="list-style-type: none"> a. Add new applications in the Data Management Center (DMC) for all source system vendors. b. *Generate and share new keys and secrets with the appropriate vendors. <p>*NOTE: Coordinate with your software vendors to determine when or where to enter that information.</p>
<input type="checkbox"/>	By the second week after school starts	Ensure that all source system vendors have their key and secret and are ready to begin publishing data.
<input type="checkbox"/>	Daily/Ongoing	Ensure all required data is entered into your local source system(s) as per the TEDS guidelines.
<input type="checkbox"/>	One week after school starts and as new students enroll and new staff are hired	Verify that there is a valid TSDS Unique ID in your local source system(s) for each student and staff that should be reported.
<input type="checkbox"/>	After No Show students have been reconciled and by the end of the second week of school	Coordinate with your source system vendors to begin publishing data to the IODS.

<input type="checkbox"/>	After No Show students have been reconciled and beginning the end of the second week of school	<p>Extract enroll/withdrawal data from your source system and upload Enrollment Tracking files in the Unique ID System.</p> <p>Note: This process will change once the new UID enrollment process is implemented.</p>
<input type="checkbox"/>	Weekly beginning two weeks after school starts	<p>Repeat these steps in the DMC at least weekly as new data is published to the IODS beginning two weeks after school starts.</p> <p>Verify that data is publishing weekly after the second week of school:</p> <ol style="list-style-type: none"> a. Resolve Level 1 (API) errors for data that should be published to the IODS. <ul style="list-style-type: none"> ▪ Contact your source system vendor if assistance is needed. b. Verify Level 1.5 filters and make any data corrections needed for TSDS reporting and republish any data corrections to the IODS. c. Verify the Unaffiliated Staff and Student Reports and republish any data corrections to the IODS. d. Compare data in your local source system(s) with data in the IODS by utilizing the Search Data and Export features in the DMC.

Refer to the specific submission checklists on the pages below for the recommended timeframe for the following actions for each TSDS submission:

[Schedule Level 2 Validations in the Data Management Center \(DMC\) for all PEIMS and Core Submissions as soon as data is published to the IODS.](#)

For example:

- a. Set up recurring Level 2 validation jobs based on the data that is available at the time for each submission.
 - Schedule PEIMS Fall L2 validations to run every Monday at 10:00 am beginning in early September through mid-December.
 - Schedule PEIMS Summer L2 validations to run every Thursday at 2:00 pm beginning in early September on Discipline data.
 - Schedule Residential Facility Tracker L2 validations to run every Wednesday at 7:00 am beginning in early September through July.
- b. Share the L2 validation reports with the appropriate staff for review and to begin making corrections in the local source system(s).

[View and resolve Level 2 Validations.](#)

Reminder: Validate data as soon as it becomes available and based on domain dependencies.

- a. Begin resolving the Level 2 validation errors in your local source system.
- b. Rerun the L2 Validations in the DMC after the data is republished to the IODS to verify that the errors were resolved.

Repeat the L2 Validation steps above as the data is updated in the IODS.

[Promote the TSDS data through the PEIMS and Core applications and resolve any promotion errors.](#)

- a. *Reminder: Promote data as soon as it becomes available and based on domain dependencies.* Resolve any promotion errors in your local source system.
- b. Verify that the corrected data is published in the IODS.

[Re-promote the data.](#)

[Validate the TSDS data in the PEIMS and Core applications and resolve any Level 3 errors.](#)

Reminder: Validate data as soon as it becomes available, taking into account domain dependencies.

All fatal errors must be resolved, and all special warnings should be reviewed.

- a. Use the Search Data feature in the DMC to view specific entities for which the validation errors are occurring. Compare the data in the [JavaScript Object Notation](#) (JSON) file against the data in your local source system(s).
- b. Confirm the timestamp for 'lastModifiedDate' in the JSON file to determine when the data was last updated to the IODS.
- c. Use the Search Submission Data feature in PEIMS or Core applications to verify the data that was promoted for the submission by category/subcategory.

[Re-validate the data.](#)

[Verify the data on all the TSDS report\(s\).](#)

Note: This step should be completed by the appropriate campus staff, program area staff, and LEA administrators before moving to the next step.

- a. If omissions or errors are found on the reports, make the corrections needed in your local source system(s).
- b. Verify that the corrected data was published to the IODS.
- c. Verify the L1.5 filter results to ensure all expected data is being sent for TSDS data reporting.
- d. Re-promote and validate the data to the PEIMS or Core Collection applications as outlined above.

Re-run the report(s) and verify that the data is complete and accurate.

Repeat all the steps above as needed to ensure complete and accurate data.

Check the record counts and validation errors on the Prepare/Finalize screen.

- a. Verify all categories and subcategories have been promoted and validated in the PEIMS or Core applications.
- b. Verify that there are no fatal errors and that all warnings and special warnings have been reviewed.

Complete the TSDS submission.

CHARTER SCHOOL WAITLIST

The snapshot date is the last Friday in September, and the submission due date is the last Friday in October.

<input type="checkbox"/>	Early September	View and Resolve Level 2 validations.
<input type="checkbox"/>	Early September	Promote the TSDS data through the Core application for the CSW Submission and resolve any promotion errors.
<input type="checkbox"/>	Early September	Validate the TSDS data in the Core application and resolve any Level 3 errors.
<input type="checkbox"/>	Early September	Verify the data on the CSW report.
<input type="checkbox"/>	September through October	<p>Repeat all the steps above as needed to ensure complete and accurate data. <i>Reminder: Only report students on the waitlist as of the last Friday in September.</i></p> <p>The snapshot date is the last Friday in September, and the submission due date is the last Friday in October.</p>
<input type="checkbox"/>	Mid-October	Check the record counts and validation errors on the Prepare/Finalize screen. (Repeat the steps above as needed.)
<input type="checkbox"/>	Last Friday in October	Complete the Charter School Waitlist Submission by the last Friday in October.

PEIMS FALL

The snapshot date is the last Friday in October, and the submission due date is the second Thursday in December.

<input type="checkbox"/>	Early September	View and Resolve Level 2 validations.
<input type="checkbox"/>	Mid-September	Promote the TSDS data through the PEIMS application for the PEIMS Fall Submission and resolve any promotion errors.
<input type="checkbox"/>	Mid-September	Validate the TSDS data in the PEIMS application and resolve any Level 3 errors.
<input type="checkbox"/>	Mid-September	Verify the data on all the PEIMS Fall reports. <i>Reminder: Include the Special Education department staff in the review of the leaver data that will be important for the SPPI-14 Submission.</i>
<input type="checkbox"/>	September through second Thursday in December	Repeat all the steps above as needed to ensure complete and accurate data. The snapshot date is the last Friday in October, and the submission due date is the second Thursday in December.
<input type="checkbox"/>	Early December	Check the record counts and validation errors on the Prepare/Finalize screen. (Repeat steps above as needed.)
<input type="checkbox"/>	Second Thursday in December	Complete the PEIMS Fall Submission by the second Thursday in December. <ol style="list-style-type: none"> a. The Superintendent should verify all appropriate PEIMS reports and must verify the following report: <ul style="list-style-type: none"> ▪ Fall - PDM1-231-002 Percent of Change from Prior Year: Student Demographics, Characteristics, and Programs b. Refer to the TSDS PEIMS Submission Approval Resource Guide. c. The Superintendent should sign the Statement Of Approval (SOA) to approve the submission. d. The ESC must accept the submission.
<input type="checkbox"/>	Late December	*After TEA has run the reconciliation process on leaver data, generate and review the Fall Student Leaver Report PDM1-321-001 Presumed Underreported Students List and make needed corrections. *These reports will be added to the 2025-2026 PEIMS Summer and Extended Year reports and removed from PEIMS Fall reports in 2026-2027.
<input type="checkbox"/>	Late December	Determine if a PEIMS Fall Resubmission is needed to ensure accurate reporting. PEIMS Resubmissions are not mandatory. <ol style="list-style-type: none"> a. Follow all the steps listed above for the resubmission. b. Verify all data corrections are reflected on the PEIMS Fall Resubmission reports.
<input type="checkbox"/>	Third Thursday in January	Complete the PEIMS Fall Resubmission by the third Thursday in January. <ol style="list-style-type: none"> a. The Superintendent should verify all appropriate PEIMS reports and must verify the following report: <ul style="list-style-type: none"> ▪ Fall - PDM1-231-002 Percent of Change from Prior Year: Student Demographics, Characteristics, and Programs b. Refer to TSDS PEIMS Submission Approval Resource Guide. c. The Superintendent should sign the Statement Of Approval (SOA) to approve the resubmission and the ESC must accept the resubmission.

RESIDENTIAL FACILITY TRACKER

The checkpoint is on the second Friday in December and the submission due date is the third Thursday in July.

The Residential Facility Tracker Submission has a checkpoint in December. All data must be promoted, validated, and fatal free by the checkpoint and as students enter and exit the residential facility or on a monthly basis throughout the school year.

<input type="checkbox"/>	Throughout the year as needed	Complete the Residential Facility Tracker Identification Form for new residential facilities or for changes to current facilities. Submit the signed form via a TSDS Incident Management System (TIMS) ticket.
<input type="checkbox"/>	September	View and Resolve Level 2 validations.
<input type="checkbox"/>	Mid-September	Promote the TSDS data through the Core application for the RF Tracker Submission and resolve any promotion validations.
<input type="checkbox"/>	Mid-September	Validate the TSDS data in the Core application and resolve any Level 3 errors.
<input type="checkbox"/>	Mid-September	Verify the data on the RF Tracker reports.
<input type="checkbox"/>	Mid-September and throughout the school year	<p>Repeat all the steps above as needed to ensure complete and accurate data.</p> <p>Reminder: The checkpoint for which RF Tracker data must be promoted, validated, and fatal free begins in December. Do not “complete” the submission prior to the end of the school year and until all data has been accurately submitted.</p> <p>The submission due date is on the third Thursday in July.</p>
<input type="checkbox"/>	Mid-June	Promote the TSDS data through the Core application for the RF Tracker Submission and resolve any promotion validations.
<input type="checkbox"/>	Mid-June	Validate the TSDS data in the Core application and resolve any Level 3 errors.
<input type="checkbox"/>	Mid-June	Verify the data on the RF Tracker reports.
<input type="checkbox"/>	Mid-July	<p>Check the record counts and validation errors on the Prepare/Finalize screen.</p> <p>(Repeat steps above as needed.)</p>
<input type="checkbox"/>	Third Thursday in July	Complete the Residential Facility Tracker Submission by the third Thursday in July.

PEIMS Mid-Year

The submission due date is the fourth Thursday in January.

The timeline below should begin as soon as your external audit on prior year actuals has been finalized.

<input type="checkbox"/>	November or as soon as your external audit allows	View and Resolve Level 2 validations.
<input type="checkbox"/>	November	Promote the TSDS data through the PEIMS application for the PEIMS Mid-Year Submission and resolve any promotion validations.
<input type="checkbox"/>	November	Validate the TSDS data in the PEIMS application and resolve any Level 3 errors.
<input type="checkbox"/>	November	Verify the data on all the PEIMS Mid-Year Reports. <i>Reminder: Ensure the data reported reflects the data on the prior year financial audit.</i>
<input type="checkbox"/>	November through the fourth Thursday in January	Repeat all the steps above as needed to ensure complete and accurate data. The submission due date is on the fourth Thursday in January.
<input type="checkbox"/>	Mid-January	Check the record counts and validation errors on the Prepare/Finalize screen. (Repeat steps above as needed.)
<input type="checkbox"/>	Fourth Thursday in January	Complete the PEIMS Mid-Year Submission by the fourth Thursday in January. PEIMS Resubmissions are not mandatory. <ul style="list-style-type: none"> a. The Superintendent should verify all appropriate PEIMS reports and must verify the following report: <ul style="list-style-type: none"> ▪ Mid-Year - PDM2-102-003 Statement of Revenues, Expenditures, & Changes in Fund Balances – Governmental Funds. b. Refer to TSDS PEIMS Submission Approval Resource Guide. c. The Superintendent should sign the Statement Of Approval (SOA) to approve the submission. d. The ESC must accept the submission.
<input type="checkbox"/>	Mid-January	Determine if a PEIMS Mid-Year Resubmission is needed to ensure accurate reporting. PEIMS resubmissions are not mandatory. <ul style="list-style-type: none"> a. Follow all the steps listed above for the resubmission. b. Verify that the corrections are reflective of data in the prior year audited data.
<input type="checkbox"/>	Second Thursday in February	Complete the PEIMS Mid-Year Resubmission by the second Thursday in February. <ul style="list-style-type: none"> a. The Superintendent should verify all appropriate PEIMS reports and must verify the following report: <ul style="list-style-type: none"> ▪ Fall – PDM2-231-002 Percent of Change from Prior Year: b. Refer to TSDS PEIMS Submission Approval Resource Guide. c. The Superintendent should sign the Statement Of Approval (SOA) to approve the resubmission and the ESC must accept the resubmission.

Early Childhood Data Submission (ECDS) Kindergarten (KG)

The submission due date is the last Thursday in January.

<input type="checkbox"/>	Within the first 60 days after school starts	LEA should have administered the Beginning of Year (BOY) Commissioner Approved Assessment for all kindergarten students. Ensure that the assessment vendor has their key and secret and can publish data to the IODS.
<input type="checkbox"/>	Early October	View and Resolve Level 2 validations for the ECDS KG Submission.
<input type="checkbox"/>	Early October	Promote the TSDS data through the Core application for the ECDS KG Submission and resolve any promotion validations.
<input type="checkbox"/>	Early October	Validate the TSDS data in the Core application and resolve any Level 3 errors.
<input type="checkbox"/>	Early October	Verify the data on all the ECDS KG reports.
<input type="checkbox"/>	October through January	Repeat all the steps above as needed to ensure complete and accurate data. The submission due date is the last Thursday in January.
<input type="checkbox"/>	Mid-January	Check the record counts and validation errors on the Prepare/Finalize screen. (Repeat steps above as needed.)
<input type="checkbox"/>	Last Thursday in January	Complete the ECDS KG Submission by the last Thursday in January.

State Performance Plan Indicator 14 (SPPI-14)

The submission due date is the third Thursday in February.

<input type="checkbox"/>	Early September	*Prior to the completion of the PEIMS Fall, PEIMS Summer, and PEIMS Extended Year submissions, review the PEIMS leaver reports to ensure that all SPPI-14 leavers are being reported.
<input type="checkbox"/>	Early November	View and Resolve Level 2 validations for the SPPI-14 Submission.
<input type="checkbox"/>	Mid-December	Promote the TSDS data through the Core application for the SPPI-14 Submission and resolve any promotion validations .
<input type="checkbox"/>	Mid-December	Validate the TSDS data in the Core application and resolve any Level 3 errors.
<input type="checkbox"/>	Mid-December	Verify the data on all the SPPI-14 reports.
<input type="checkbox"/>	Mid-December through the third Thursday in February	Repeat all the steps above as needed to ensure complete and accurate data. The submission due date is the third Thursday in February.
<input type="checkbox"/>	Mid-February	Check the record counts and validation errors on the Prepare/Finalize screen. (Repeat steps above as needed.)
<input type="checkbox"/>	Third Thursday in February	Complete the SPPI-14 Submission by the third Thursday in February.

*Current year leavers will be reported as part of the PEIMS Summer and PEIMS Extended Year submissions, SPED staff should review the PEIMS Summer and Extended Year leaver reports to ensure that the leavers who should be reported for SPPI-14 the following school year are reported as part of the PEIMS Summer and Extended Year submissions.

Class Roster

The snapshot date is the last Friday in February, and the submission due date is the fourth Thursday in March.

<input type="checkbox"/>	September	View and Resolve Level 2 validations for the Class Roster Submission.
<input type="checkbox"/>	Late September	Promote the TSDS data through the Core application for the Class Roster Submission and review any promotion validations.
<input type="checkbox"/>	Late September	Validate the TSDS data in the Core application and resolve any Level 3 errors.
<input type="checkbox"/>	Late September	Verify the data on all the Class Roster reports.
<input type="checkbox"/>	September through the fourth Thursday in March	<p>Repeat all the steps above as needed to ensure complete and accurate data.</p> <p>The snapshot date is the last Friday in February, and the submission due date is the fourth Thursday in March.</p>
<input type="checkbox"/>	Mid-March	<p>Check the record counts and validation errors on the Prepare/Finalize screen.</p> <p>(Repeat steps above as needed.)</p>
<input type="checkbox"/>	Fourth Thursday in March	Complete the Class Roster Submission by the fourth Thursday in March.

PEIMS Summer		
The submission due date is the third Thursday in June.		
<input type="checkbox"/>	September	View and Resolve Level 2 validations for the PEIMS Summer Submission.
<input type="checkbox"/>	Mid-September	Promote the TSDS data through the PEIMS application for the PEIMS Summer Submission and resolve any promotion validations.
<input type="checkbox"/>	Mid-September	Validate the TSDS data in the PEIMS application and resolve any Level 3 errors.
<input type="checkbox"/>	Mid-September	Verify the data on all the PEIMS Summer reports. <i>Reminder: Include the Special Education department staff in the review of the leaver data at this time since it will be needed later for the SPPI-14 Submission and will be frozen at SPPI-14 submission time.</i>
<input type="checkbox"/>	Mid-September through May	Repeat all the steps above as needed to ensure complete and accurate data. The submission due date is the third Thursday in June. <i>Reminder: Start early since some of your staff will be off contract during the summer.</i>
<input type="checkbox"/>	Early June	Check the record counts and validation errors on the Prepare/Finalize screen. (Repeat steps above as needed.)
<input type="checkbox"/>	Third Thursday in June	Complete the submission by the third Thursday in June. a. The Superintendent should verify all appropriate PEIMS reports and must verify the following report: ▪ Summer - PDM3-231-002 Percent of Change from Previous Year b. Refer to TSDS PEIMS Submission Approval Resource Guide . c. The Superintendent should sign the Statement Of Approval (SOA) to approve the submission. d. The ESC must accept the submission.
<input type="checkbox"/>	Late June	*After TEA has run the reconciliation process on leaver data, generate and review the Student Leaver Report PDM1-321-001 Presumed Underreported Students List and make needed corrections.
<input type="checkbox"/>	Late June	Determine if a PEIMS Summer Resubmission is needed to ensure accurate reporting. PEIMS resubmissions are not mandatory. a. Follow all the steps listed above for the resubmission.
<input type="checkbox"/>	Third Thursday in July	Complete the resubmission by the third Thursday in July. a. The Superintendent should verify all appropriate PEIMS reports and must verify the following report: ▪ Summer - PDM3-231-002 Percent of Change from Previous Year b. Refer to TSDS PEIMS Submission Approval Resource Guide . c. The Superintendent should sign the Statement Of Approval (SOA) to approve the resubmission and the ESC must accept the resubmission.

Early Childhood Data Submission (ECDS) Prekindergarten (PK)

The submission due date is the fourth Thursday in June.

<input type="checkbox"/>		LEA should administer the BOY and End of Year (EOY) Commissioner Approved Assessment to all PK students by early April of the current school year. Ensure that the assessment vendor has their key and secret and can publish data to the IODS.
<input type="checkbox"/>	Early October	View and Resolve Level 2 validations for the ECDS PK Submission.
<input type="checkbox"/>	Early October	Promote the TSDS data through the Core application for the ECDS PK Submission and resolve any promotion validations.
<input type="checkbox"/>	Early October	Validate the TSDS data in the Core application and resolve any Level 3 errors.
<input type="checkbox"/>	Early October	Verify the data on all the ECDS PK reports.
<input type="checkbox"/>	October through the fourth Thursday in June	Repeat all the steps above as needed to ensure complete and accurate data. The submission due date is the fourth Thursday in June. <i>Reminder: Start early since some of your staff will be off contract during the summer.</i>
<input type="checkbox"/>	Early June	Check the record counts and validation errors on the Prepare/Finalize screen. (Repeat steps above as needed.)
<input type="checkbox"/>	Fourth Thursday in June	Complete the ECDS PK Submission by the fourth Thursday in June.

Special Education Language Acquisition (SELA)

The submission due date is the fourth Thursday in June.

<input type="checkbox"/>	September	View and Resolve Level 2 validations for the SELA Submission.
<input type="checkbox"/>	Mid-September	Promote the TSDS data through the Core application for the SELA Submission and resolve any promotion validations.
<input type="checkbox"/>	Mid-September	Validate the TSDS data in the Core application and resolve any Level 3 errors.
<input type="checkbox"/>	Mid-September	Verify the data on all the SELA reports.
<input type="checkbox"/>	September through the fourth Thursday in June	<p>Repeat all the steps above as needed to ensure complete and accurate data.</p> <p>The submission due date is the fourth Thursday in June. <i>Reminder: Start early since some of your SPED staff will be off contract during the summer.</i></p>
<input type="checkbox"/>	Early June	<p>Check the record counts and validation errors on the Prepare/Finalize screen. (Repeat steps above as needed.)</p>
<input type="checkbox"/>	Fourth Thursday in June	Complete the SELA Submission by the fourth Thursday in June.

Special Education Data System Summer (SPEDS Summer)		
The submission due date is the last Thursday in July.		
The annual data collection for SPEDS Summer is July 1 to June 30 of a given year. The SPEDS Summer Submission consists of data required for State Performance Plan Indicators 7, 11, 12, and 13. SPED staff will want to enter pertinent data throughout the school year as events take place – Individualized Education Plan (IEP) updates and Admission, Review and Dismissal (ARD) meetings.		
<input type="checkbox"/>	September	View and Resolve Level 2 validations for the SPEDS Summer Submission.
<input type="checkbox"/>	Mid-September	Promote the TSDS data through the Core application for the SPEDS Summer Submission and resolve any promotion validations.
<input type="checkbox"/>	Mid-September	Validate the TSDS data in the Core application and resolve any Level 3 errors.
<input type="checkbox"/>	Mid-September	Verify the data on all the SPEDS Summer reports.
<input type="checkbox"/>	Mid-September through the fifth Thursday in July	Repeat all the steps above as needed to ensure complete and accurate data. The submission due date is the last Thursday in July. <i>Reminder: Start early since some of your SPED staff will be off contract during the summer.</i>
<input type="checkbox"/>	Mid-July	Check the record counts and validation errors on the Prepare/Finalize screen. (Repeat steps above as needed.)
<input type="checkbox"/>	Last Thursday in July	Complete the SPEDS Summer Submission by the last Thursday in July.

PEIMS Extended Year		
The submission due date is the fourth Thursday in August.		
<input type="checkbox"/>	Mid-June	View and Resolve Level 2 validations for the PEIMS Extended Year Submission.
<input type="checkbox"/>	Mid-June	Promote the TSDS data through the PEIMS application for the PEIMS Extended Year Submission.
<input type="checkbox"/>	Early July	Validate the TSDS data in the PEIMS application and resolve any Level 3 errors.
<input type="checkbox"/>	Early August	Verify the data on all the PEIMS Extended Year reports. <i>Reminder: Include the Special Education department staff in the review of the leaver data that will be important for the SPPI-14 Submission.</i>
<input type="checkbox"/>	June through August	Repeat all the steps above as needed to ensure complete and accurate data. The submission due date is the fourth Thursday in August. <i>Reminder: Start early since some of your staff will be off contract during the summer.</i>
<input type="checkbox"/>	Mid-August	Check the record counts and validation errors on the Prepare/Finalize screen. (Repeat steps above as needed.)
<input type="checkbox"/>	Fourth Thursday in August	Complete the submission by the fourth Thursday in August. <ol style="list-style-type: none"> a. The Superintendent should verify all appropriate PEIMS reports and must verify the following report: <ul style="list-style-type: none"> ▪ Extended Year – PDM4-231-002 Percent of Change from Prior Year: Student Demographics, Characteristics, and Programs b. Refer to TSDS PEIMS Submission Approval Resource Guide. c. The Superintendent should sign the Statement Of Approval (SOA) to approve the submission. d. The ESC must accept the submission.
<input type="checkbox"/>	Early September	*After TEA has run the reconciliation process on leaver data, generate and review the Student Leaver Report PDM1-321-001 Presumed Underreported Students List and make needed corrections.
<input type="checkbox"/>	Early September	Determine if a PEIMS Extended Year Resubmission is needed to ensure accurate reporting. PEIMS Resubmissions are not mandatory. <ol style="list-style-type: none"> a. Follow all the steps listed above for the resubmission.
<input type="checkbox"/>	First Thursday in October	Complete the resubmission by the due date on the first Thursday in October. <ol style="list-style-type: none"> a. The Superintendent should verify all appropriate PEIMS reports and must verify the following report: <ul style="list-style-type: none"> ▪ Extended Year – PDM4-231-002 Percent of Change from Prior Year: Student Demographics, Characteristics, and Programs b. Refer to TSDS PEIMS Submission Approval Resource Guide. c. The Superintendent should sign the Statement Of Approval (SOA) to approve the resubmission and the ESC must accept the resubmission.