

Instructions for a Working Submission

Please work with your ESC to promote the updated data for the data discrepancies in the PEIMS Working Submission. The reports generated from the Working Submission will be provided to the appropriate TEA program area divisions.

1. Log in to the TSDS PEIMS application and select the appropriate School Year, Submission and Submission Instance.
 - School Year – 20XX-20XX
 - Submission – Fall, Mid-year, Summer or Extended Year
 - Instance – Accepted and Working
2. In the PEIMS Accepted Submission, generate and provide one or more reports reflecting inaccurate or incomplete data. Only send reports including errant data.
 - For example: Student Disaggregation report PDM1-120-009 with incorrect Homeless Count
 - For example: Budget report PDM2-102-004 with inaccurate totals
3. In the PEIMS Working Submission, promote, validate and verify updated data
 - In the PEIMS Working Submission on the Prepare/Finalize screen, there is a Copy Accepted Data button. This may be used to copy all data from PEIMS Data Mart Accepted Submission into the PEIMS Working Submission.
 - The LEA can then promote and validate only the categories necessary for corrections.
4. From the PEIMS Working Submission, generate and provide the same reports reflecting accurate or complete data. Only send reports displaying corrected data. (Send the same reports from Accepted and Working submissions.)
 - For example: Student Disaggregation report PDM1-120-009 with correct Homeless Count
 - For example: Budget report PDM2-102-004 with accurate totals

5. The LEA Superintendent shall submit an email with a signed letter and the reports attached to Terri Hanson, Associate Commissioner, Business Management, Office of Information Technology Services; terri.hanson@tea.texas.gov explaining within the letter:

- What the error is.
- Why did the error occur.
- Causal factors for inaccurate data submission.
- How the LEA intends to resolve the problem to ensure this error does not occur again.

Final Notes

- A PEIMS Working Submission does not need to be fatal - free nor does it have to be Completed.
- After regular PEIMS submissions are closed, the official data does not change.
- For assistance with any step or the overall process, contact your ESC PEIMS Champion.