

Spring Hill ISD  
Administrative Procedures for PEIMS Reporting  
For the 2017-2018 School Year

PEIMS reporting is critical to school districts because the data collected has several distinct uses:

- 1) Student counts determine state funding,
- 2) Student achievement determines academic accountability levels,
- 3) Stakeholders can access information through the TEA website.

Responsibility for PEIMS data rests with the administrator responsible for the day to day operations relative to the type of data reported. For example, principals are responsible for student and staff data while the business manager is responsible for financial data. Administrators are responsible for seeing that their staff members have adequate time to complete the tasks required by PEIMS reporting and also for allowing staff members to attend training as recommended by the PEIMS Coordinator or Business Manager. The PEIMS Coordinator is responsible for collecting and integrating the various records required for PEIMS submission.

Training is provided through the education service center twice a year with secretaries, counselors, principals, and assistant principals attending. Further, the PEIMS Coordinator contacts each campus level staff member with updates from TEA, to conduct individual training, and to confirm the timeline of due dates and edits regularly.

*The campus administrators are offered the opportunity to attend training both at the education service center and training provided by the software company.*

## **PEIMS**

### ***What is PEIMS?***

Public Education Information Management System (PEIMS) encompasses all data requested and received by TEA about public education, including student demographic and academic performance, personnel, financial, and organizational information.

### ***Who Uses the PEIMS Data?***

- Legislators
- Legislative Education Board (LEB)
- Legislative Budget Board (LBB)
- Federal Government
- TEA
- Other State Agencies
- Education Service Centers
- School Districts
- Private Sector Businesses
- Private Citizens
- City and County Governmental Agencies

### ***How is PEIMS Data used?***

Data collected through PEIMS is used by several TEA programs to create reports including the following:

- TEA Standard Reports
- AEIS - Academic Excellence Indicator System Accountability System
- Accountability System
- Snapshot
- Pocket Edition
- TEA Data Resources and Research
- Texas Academic Performance Report - TAPR

# **Texas Education Agency Resources**

## **2017-2018 Student Attendance Accounting Handbook**

[http://tea.texas.gov/Finance and Grants/Financial Compliance/Student Attendance Accounting Handbook/](http://tea.texas.gov/Finance_and_Grants/Financial_Compliance/Student_Attendance_Accounting_Handbook/)

As required by the Texas Education Agency, procedures must include the following information:

- how and when teachers are to take official attendance
- how attendance is entered into the attendance accounting system
- which position or positions are responsible for the coding of special programs (such as career and technical, special education, pregnancy-related services, etc.)
- how changes to special programs are to be documented
- how student membership is to be reconciled between the teacher rosters and the attendance accounting database
- how your district will maintain attendance accounting records (including computerized records, period absence slips and official calendar) after the completion of the school year
- what backup systems are in place to protect the attendance accounting records  
which position is responsible for the maintenance and security of the attendance Accounting records

2017-2018 Texas Education Data Standards:

[http://www.texasstudentdatasystem.org/TSDS/TEDS/TEDS Latest Release/](http://www.texasstudentdatasystem.org/TSDS/TEDS/TEDS_Latest_Release/)

## **TSDS Overview**

<http://www.texasstudentdatasystem.org/>

### *What is TSDS?*

The Texas Student Data System (TSDS) is a statewide system for collecting and reporting education data for publicly funded schools in the State of Texas.

### *Texas Education Data Standards*

TEDS includes all data elements, code tables, business rules, and data validations needed to load local education agency (LEA—Texas school district or charter school) education data to TSDS for PEIMS.

### *Student Attendance Accounting Handbook*

- describes the FSP eligibility requirements for all students,
- prescribes the minimum standards for all attendance accounting systems,
- lists the documentation requirements for attendance audit purposes, and
- details the responsibilities of all district personnel involved in student attendance accounting.