

Spring Hill ISD
Administrative Procedures for PEIMS Reporting
For the 2016-2017 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.

State Funding based on Attendance by Type of Course/Student
For the 2015-2016 School Year

State funding is based on enrollment, attendance and instructional setting. The information below provides additional information related to these funding formulas. The underlying formulas are developed by the State of Texas and are effective for the 2015-2016 school year.

<u>TYPE OF STUDENT & INSTRUCTIONAL SETTING</u>	<u>NOTES</u>	<u>WEIGHTED AMOUNTS</u>	<u>STATE FUNDING IF PRESENT 100%</u>	<u>STATE FUNDING IF PRESENT 90%</u>	<u>STATE FUNDING PER DAY @ 175 DAYS</u>
Regular Ed	1	1	\$ 5,886 per ADA	\$ 5,297	\$ 34
Career & Technology	2	1.35	\$7,946 per FTE	\$ 7,151	\$ 46
Gifted & Talented	1	0.12	\$ 706 per ADA	\$ 635	\$ 4
Compensatory Ed	3	0.2	\$ 1,177 per Approved Free/Reduced Lunch Application	\$ 1,059	\$ 7
Bilingual Ed	1	0.1	\$ 588 per ADA	\$ 529	\$ 3
Special Education	2 and 4	2.4	\$ 14,126 per FTE	\$ 12,713	\$ 73

NOTES:

- 1) ADA is average daily attendance.
- 2) FTE is full time equivalent unit. One FTE is equal to one full time student served all day in this setting.
- 3) Free & reduced lunch applications drive compensatory ed funding. The children are not required to eat in the cafeterias. However, we are required to have applications on file that meet the criteria for approval.
- 4) Weighted funding is based on handicapping condition and needs of students.

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:

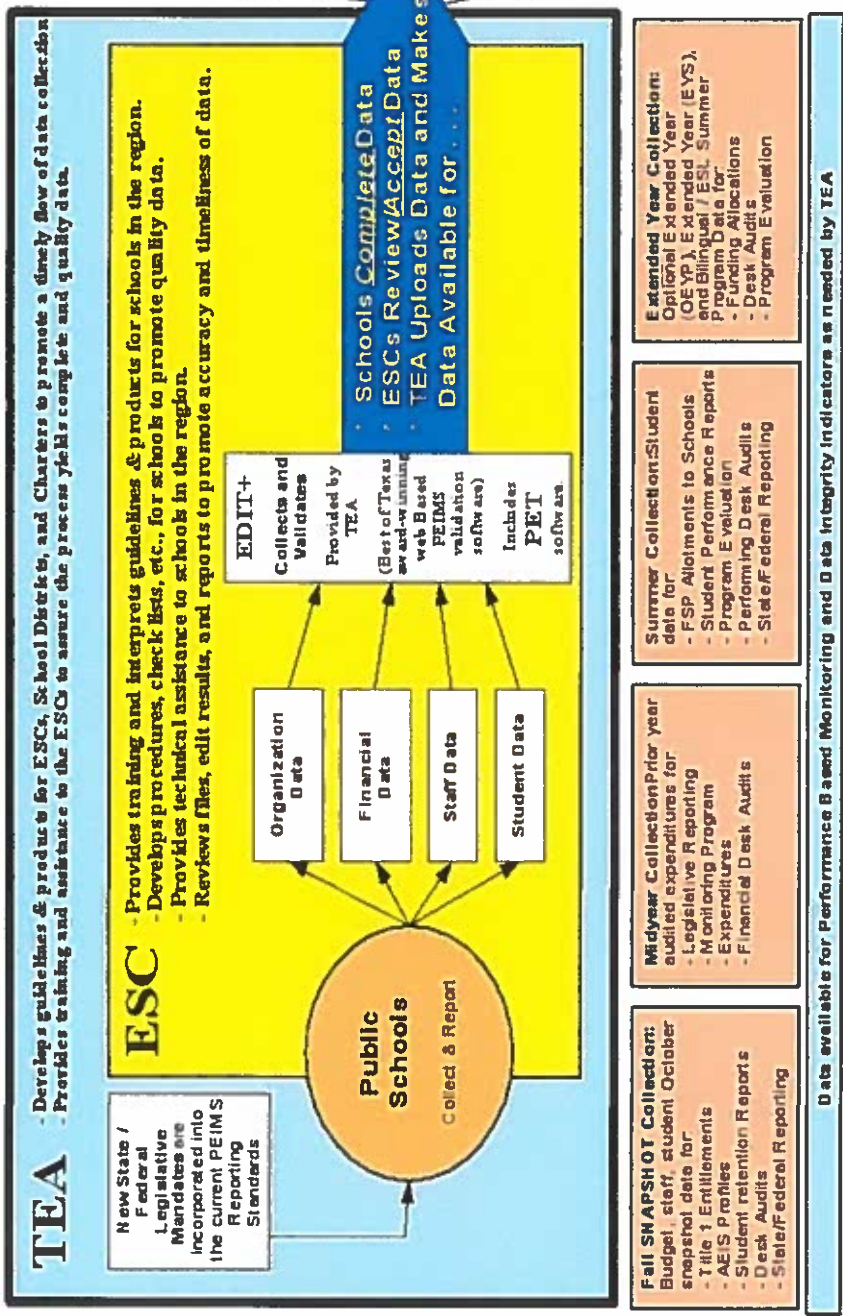
- TEA Standard Reports
- AEIS - Academic Excellence Indicator System Accountability System
- Accountability System
- Snapshot
- Pocket Edition
- TEA Data Resources and Research
- Texas Academic Performance Report - TAPR

TEXAS EDUCATION AGENCY
OVERVIEW OF

PEIMS

Public Education Information Management System

A statewide automated management system for public education information.





[Home](#) / [Reports and Data](#) / [Data Submission](#) / [PEIMS](#)

Public Education Information Management System

[Home](#) | [Legacy Data Standards](#) | [Student Attendance Accounting Handbook](#) | [Request TEASE Access to PEIMS EDIT+](#) | [TEASE Logon](#) | [PID](#) | [EDIT+](#) | [TREx](#) | [Compatible Software Systems](#)

The 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.

How Is PEIMS Data Used?

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

- [TEA Standard Reports](#)
- [Texas Academic Performance Reports](#) (TAPR)
- [Accountability System](#)
- [Snapshot](#)
- [Pocket Edition](#)

What Are Texas Education Data Standards?

Texas Education Data Standards ([TEDS](#)) are XML-based standards for Texas Student Data System (TSDS) and TSDS PEIMS data collections. 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. For more information on how PEIMS is changing, see [What's New with PEIMS?](#)

[Compatible Software Systems](#): As TSDS is implemented across Texas, this page will list software that has demonstrated compatibility with one or more TSDS subsystems, as verified to TEA by at least one LEA.

What Is TREx?

[TREx](#), the Texas Records Exchange system, enables electronic transfers of student records and transcripts to other districts or institutions of higher education.



[Home](#) / [Reports and Data](#) / [Data Submission](#) / [PEIMS](#)

PEIMS - Overview

[PEIMS Home](#) | [Data Standards](#) | [Student Attendance Accounting Handbook](#) | [Request TEASE Access to PEIMS EDIT+](#) | [TEASE Logon](#) | [PID](#) | [EDIT+](#) |

The 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.

The data collected through the PEIMS electronic collection method has:

- A standard set of definitions, codes, formats, procedures, and dates for the collection of data published as the PEIMS Data Standards;
- Standard edit procedures;
- An established database design;
- A production system to format and load data into the TEA enterprise database; and
- Written documentation describing the numeric and alphanumeric values stored in the database published as the Data Documentation.

For the PEIMS electronic collection, school districts submit their data via standardized computer files, as defined by the PEIMS Data Standards.

Technical support for gathering the data from district databases is supplied by one of the twenty educational service centers (ESCs) or by private vendors. A software system of standard edits, to enhance the quality of data, is used by ESCs and again by the agency on district data submissions. Currently, the major categories of data collected are:

- organizational,
- budget,
- actual financial,
- staff,
- student demographic,
- program participation,
- school leaver,
- student attendance,
- course completion, and
- discipline.

TEA manages other collections for evaluation, monitoring, funding, or auditing. Many are automated, electronic collections.

In compliance with the Texas Education Code, PEIMS contains only the data necessary for the legislature and TEA to perform their legally authorized functions in overseeing public education.

 [Print](#)

7.3 Collection and Reporting

This section focuses on collecting, editing and reporting financial information to external organizations. Specifically it addresses:

- Financial reporting through the PEIMS system
- Financial reporting for grants
- Submitting a school district's annual financial and compliance report each year to TEA
- Reporting other financial information specified in the District Reporting Schedule

7.3.1 PEIMS Information

Whether reporting financial information, staff information or student information, a school district generating PEIMS information should ensure that only the most accurate information is used. A school district can take certain steps in collecting, editing and reviewing the data to ensure the accuracy of the data submitted. This section focuses on the financial data to be submitted, but generally these principles can be applied to all of the PEIMS data.

The topics discussed in this section are:

- Overview
- Roles and responsibilities
- PEIMS data collection
- Editing and testing

- Submitting PEIMS data

7.3.1.1 Overview

The Public Education Information Management System (PEIMS) authorized by TEC 42.006 is a data collection system developed by TEA in response to the passage of House Bill 72 (HB 72) in 1984. Embodied within this legislation was the directive “that the performance and results of the public education system be measured, evaluated, and publicly reported.” (see: *Preliminary Approach: An Improvement Strategy for the Texas Public Education Information Management System (PEIMS)*, dated August 5, 1991.) In response to the passage of HB 72, the state board of education directed TEA to develop a coordinated database for accountability. PEIMS was developed to provide a single system for collecting school district information and to maintain the information in one common database. The first PEIMS data submission occurred in the 1987-88 fiscal year.

Benefits

Some of the benefits of PEIMS are:

- Standardization of data definitions for information used by school districts and reported to TEA
- Streamlined reporting of school district information to TEA
- Elimination of duplicate requests for information by TEA
- Creation and maintenance of a single, automated database that contains timely, accurate information
- Access to a single database of school district information for internal and external users (e.g., various divisions at TEA, the legislature, school districts and the public)
- Ability to generate ad hoc reports without requesting information from school districts

Examples of Usage

Generally, PEIMS information is public information and may be accessed by various divisions at TEA, other governmental agencies, the Texas legislative staff, other school districts and the public. Consequently, this information may be utilized for purposes known and unknown to the school district. It is, therefore, to a school district's benefit to ensure that all the information submitted through PEIMS is as accurate as possible.

Some examples of the uses of the PEIMS database are:

- Reports to the legislature
- Academic Excellence Indicator System (AEIS) Information
- Reports submitted to the federal government by TEA for federal programs
- Standard TEA reports that would otherwise require separate reporting by school districts to TEA
- School district funding information
- Performance-based monitoring (PBM)
- Various studies by TEA, other state agencies, universities and private organizations

PEIMS Data Standards

PEIMS Data Standards is published annually and provides detailed information about each submission and the data included in each submission. The manual is divided into five sections and several appendices. The five sections are:

- *Data Submission Responsibilities and Specifications* - This section includes due dates, submission policies and requirements and a discussion about the individual responsibilities of the school districts, the ESCs and TEA. It also includes a description of the PEIMS Edit+ system and procedures for requesting access.

- *Data Submission Requirements* - This section includes data file layouts for each record type. It also includes discussions and examples for each record type.
- *Description of Data Elements* - This section is a table of data elements in data element identification order. The table includes data element definitions, links to code tables, domain of values (where applicable), special instructions (where applicable) and data element specifications.
- *Description of Codes* - This section is a listing of all the code tables in code table identification order. Each code table lists the allowable codes and applicable translations.
- *Edits* - This section includes all the edits that will be performed on each school district's data. It includes general data submission rules, data element general field edits, data element record type field edits by record type and context edit rules by record type.

Appendices

- *Data Overview* – Provides general descriptions of each category of data, data element lists for each category and, within each category, additional explanations about each data element. This section also includes charts by category that link data element names, data element IDs, code table IDs and record types.
- *Cross-reference Tables* - Includes two tables that link code tables and data elements. One table is indexed by data element and the other table is indexed by code table.
- *Leaver Reporting* – Supplemental documentation requirements for leaver reporting on the PEIMS 203 Record of PEIMS Data Standards Section 2.
- *Disciplinary Reporting* – Supplemental documentation for reporting on the PEIMS 425 Record of PEIMS Data Standards Section 4.

Submissions

School districts are required to submit data to TEA three times a year through PEIMS: Fall, Mid-year, and Summer. Some districts are also required to submit Extended Year data. Different information is submitted in each of the four submissions.

- *Fall submission* includes organization and campus data, shared services arrangements data and campus-related data, current fiscal year budget data, staff data and student data. The student data includes identification/demographic information, enrollment information, special program information and dropout and graduated student information
- *Mid-year submission* includes organization and campus data, shared services arrangements data and actual audited financial data for the previous fiscal year
- *Summer submission* includes organization and campus data and student data such as identification/demographic information, attendance, course completion and year-end status information
- *Extended Year submission* includes extended year program (OEYP) data, extended school year services (ESY) data, and bilingual/ESL summer school program data.

Financial Data Submissions

This module focuses primarily on the collecting and reporting of financial information. The financial information to be submitted through PEIMS and the submission periods are as follows:

- Budget data for the current fiscal year (fall submission)
- Actual audited financial information for the prior year (mid-year submission)

7.3.1.2 Roles and Responsibilities

Section 1, “Data Submission Responsibilities and Specifications,” in *PEIMS Data Standards* discusses the roles and responsibilities of school districts, ESCs and TEA in detail. Some of the information from *PEIMS Data Standards* has been incorporated into the following discussion.

School District

Each school district is responsible for:

- Submitting complete, accurate PEIMS data
- Submitting data in the TEA-prescribed format
- Submitting “fatal free” PEIMS data in a timely manner to their ESCs and TEA by due dates specified in the PEIMS Data Standards
- Resubmitting PEIMS data in a timely manner, if necessary

School districts are solely responsible for the PEIMS data that is submitted to TEA. It is the superintendent’s responsibility to review the district’s data and to electronically sign the “Superintendent’s Statement of Approval of Summary Report and Error Listing” (SAF) available in the EDIT+ system. It is in a school district’s best interest to implement a PEIMS reporting plan with the goal of submitting data as complete and accurate as possible.

Preparation for the PEIMS submissions should be included in the school district’s long-term planning. As part of the plan, the steps for completing the submissions should already be incorporated into appropriate timelines, activity charts, etc. Timelines should reflect dates and deadlines for each step of the process. At a minimum, timelines should reflect the critical dates for collecting, editing, correcting, reporting and submitting PEIMS data. The staff responsible for any part of the PEIMS reporting process should be notified in advance regarding their respective responsibilities and deadlines for data submission.

A school district’s plan should:

- *Identify the steps required to collect the data to be reported including:*
 - Locating the data to be reported
 - Extracting the data
 - Editing, testing and analyzing the data in PEIMS EDIT+
 - Running reports from PEIMS EDIT+
 - Submitting the data for ESC acceptance
 - Obtaining the superintendent’s final approval of data (SAF)

- Resubmitting the data, if necessary
- *Assign qualified personnel to each step or task* - TEA suggests that each school district designate one person as the PEIMS coordinator. The school district's PEIMS Coordinator is the designated contact person to receive PEIMS-related information from the ESC and/or TEA. The PEIMS Coordinator should be responsible for disseminating this information to other staff in a timely manner. The PEIMS coordinator should also be responsible for ensuring all appropriate staff have access to a *current, updated PEIMS Data Standards*. A new manual is published on the TEA Website each year. Prior year versions of *PEIMS Data Standards* should not be used. In addition, addendums or supplements to the *PEIMS Data Standards* may be issued during the year and should be made available to all personnel who use *PEIMS Data Standards*.

The PEIMS Coordinator should work closely with other school district personnel throughout the process. Normally, personnel who regularly work with the data to be reported should be assigned responsibility for collecting and reviewing the data. Staff who work with the data on a regular basis are generally better equipped to identify data inconsistencies or errors than staff that are not familiar with the data.

- *Address training needs* - Every staff member who is responsible for information reported to PEIMS should receive PEIMS training appropriate to their responsibilities. Generally, the school district's PEIMS Coordinator receives training periodically from the ESC. Training may also come directly from TEA, a professional organization or from a private vendor. The school district's PEIMS Coordinator should then conduct training sessions at the school district for staff involved with the submission of PEIMS data.

Education Service Center

Education service center responsibilities include:

- *Providing PEIMS training to school districts* - ESC PEIMS coordinators are responsible for informing school districts in their regions about data collection and reporting requirements. They are also responsible for providing training to school district personnel on submission requirements. Section 1 of *PEIMS Data Standards* lists the topics to be covered as:
 - Overall data flow

- Delivery schedule
- Data element definitions
- Data submission formats
- Editing requirements
- Correction cycle
- Approval of the summary report and error listing
- Operation of the web-based PEIMS EDIT+ system
- Operations of the PID Enrollment Tracking (PET) system; and
- PID (Person Identification Database) Corrections

TEA periodically provides PEIMS training to the ESC PEIMS Coordinators. The ESC PEIMS Coordinators then offer training to school districts in their regions. Generally, PEIMS training information flows from TEA to ESCs and then to school districts.

- *Assisting school districts with collecting, editing and reporting of data* - The ESC PEIMS Coordinators are responsible for providing assistance to school districts by answering questions about the data standards, PEIMS EDIT+ and the summary reports generated by EDIT+. School districts should address questions to the school district's ESC PEIMS coordinator. School districts should generally attempt to resolve questions through consultation with ESC personnel before contacting TEA with questions.
- *Assisting school districts to submit data and correct problems identified by PEIMS EDIT+* - If fatal errors exist, the school district's PEIMS Coordinator may request assistance from its ESC to determine the nature of the problem(s) and how to correct. When the district's data file has no fatal edit messages, the school district's superintendent should review the summary reports and electronically submit the "Superintendent's Statement of Approval of Summary Report and Error Listing."
- *Accepting each school district's information* - The ESC accepts school districts' edited, fatal-free data. Data is not considered "submitted" to TEA until accepted by the ESC.

System-generated e-mail notifies the district PEIMS Coordinator and superintendent that the data file has been accepted.

TEA

TEA's PEIMS responsibilities primarily deal with:

- *Maintaining and updating PEIMS Data Standards and related information as changes occur* - Changes in the data standards can occur because required data elements change. TEA makes changes to the PEIMS data elements based on recommendations made by the Information Task Force to the Policy Committee on Public Education Information. The Policy Committee can approve or disapprove the Task Force's recommendations. Proposed changes are submitted to a stringent review process before they are approved. Changes can also occur because definitions, explanations or edits are refined based on analyses of previous submissions or because submission requirements are changed.
- *Maintaining the PEIMS database* - Changes to the data standards may require changes to the PEIMS database.
- *Responding to requests for information drawn from the PEIMS database* - TEA receives many ad hoc PEIMS data requests from internal and external sources. In addition, TEA generates many standard reports for internal and external sources on a regular basis.
- *Overseeing the maintenance of the PEIMS EDIT+ system* - TEA oversees the maintenance of the PEIMS EDIT+ application. The PEIMS EDIT+ application uses an automated version of the edits listed in the Edits section of *PEIMS Data Standards*. It also includes reports that allow districts to view and analyze their data.
- *Training school districts (through ESC personnel) in data collection and submission requirements* – Periodically, TEA conducts PEIMS training sessions for ESC personnel. ESC personnel then provide PEIMS training to school district personnel in their respective regions.

7.3.2 PEIMS Data Collection

There are four PEIMS collection periods each fiscal year. The data types collected and the rules governing these collections vary from period to period.

For the *first submission* period, some of the information reported should reflect a school district's status as of a specified date. This date is called the *PEIMS snapshot date*.

For example, staff data for the first submission should reflect a teacher's responsibilities as they exist as of the snapshot date. Consider the case of a teacher who works on a block schedule. During the first semester, the teacher teaches one set of classes on Monday/Wednesday/Friday every other week and Tuesday/Thursday on the alternate weeks. The teacher teaches a second set of classes on a Tuesday/Thursday and Monday/Wednesday/Friday schedule.

For the *first submission*, the school district must submit enough information to describe all the classes on the teacher's schedule, not just those being taught on the actual snapshot date. The responsibilities reflect the *schedule in effect* as of the snapshot date. Even though that teacher may work a different schedule in the second semester, the PEIMS data will not show responsibilities for second semester since the new schedule is not active on the PEIMS snapshot date.

Generally, the information reported for the *second, third and fourth submissions* is not based on a snapshot date. Rather, the information describes what happened over a period of time. For example, the actual financial data reported for the second submission is data from the school district's annual financial and compliance report for the prior year. The attendance data reported for the third submission describes attendance over the entire current year. Districts that have optional extended year programs, extended school year services or bilingual/ESL summer school programs report data in the fourth submission.

The PEIMS snapshot date for the first submission is the last Friday in October. PEIMS *submission one* (or the "Fall" submission) is due to TEA in early December. The deadline for *submission two* (or the "Midyear" submission) is late January/early February. The deadline for *submission three* (or the "Summer" submission) is late June. Submission four (or the "Extended Year" submission) is due in mid-September. Each year, the PEIMS Data Standards and the PEIMS website list specific dates for each submission to TEA; however, ESCs establish earlier due dates to allow sufficient time to process and accept submissions before the TEA deadlines.