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# PET Report

The state requires that during the third week of school, and then once a week going forward, each District must submit a PET file through Edit+. Before sending the first file, the district should verify that all students are properly withdrawn if not returning and enrolled if attending.

## Creating the PET File

Students > Reports

Locate the report in the Legacy report category by using the .

- Click the  for the **PET XML Extract**
- The report parameters will default to the current day
- Click

Save the report on your computer where you can locate it. Use the following format to name the file

PYYYYY#####.xml

- P = type of Edit+ file, in this case a PET file
- Y = year, this should be the end year for the school year (2012-2013 = 2013)
- # = county district number
- .xml = type of computer file

## Submitting the PET File

- Login to Edit+

PEIMS EDIT+ 2011-2012 Extended Collection logoff | collection dates | help

Agent Id: [redacted] change agent id

**Welcome** [redacted] [Click here to download required software.](#)

You are connected to the database for the 2011-2012 Extended Collection. Click [select collection](#) if you want to change to a different PEIMS collection cycle.

The PEIMS edit process is used by districts to ensure that the data reported meets the data standards established by TEA. PEIMS EDIT+ provides data transfer, validation, and reporting for the State's Education Service Centers (ESCs), districts and schools.

To verify that you can send files from your browser to TEA [click here](#).

**Today's Messages**

**System Messages:**

9/10/2012 • **The Summer Collection for 2011-2012 Unavailable**  
The Summer Collection for 2011-2012 will be unavailable starting on Wednesday, September 12th, 2012 at 7:00 AM through Friday, September 14th, 2012 in order to close the collection and create the Approved Collection.


**TEA Messages:**

8/28/2012 • **PEIMS or PET file Submission Hanging in Transferring status**  
If your PET file or PEIMS submission file is hanging in a Transferring status, it is likely due to your PC running Internet Explorer 8 or 9. A patch is available to allow EDIT+ to run in an IE8 and IE9 environment. Please contact your ESC or EDIT+ Customer Support to obtain the instructions to download the patch.

**ESC Messages:**

no messages today

Administration  
**PID Subapp**

  
TEA

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- Verify you are connected to an open collection.
- If you have access to submit the file, you should see PID Subapp. If it is in black letters, you are connected to working collection. If it is grey, you will need to change the collection.
- To change the collection
  - Click on the Select Collection box in the first paragraph
  - Use the radio buttons to select a working collection
  - Click OK

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- Click on PID Subapp
  - Click on PET File Transfer
  - If you are sending your first file, start with step 1 on this screen. If you have sent a file before, you will click the check box in step 2 and then Remove the existing file.
    - Step 1 – use the Browse button to locate the file you saved from WebSmart
    - Step 2 – you should see the file location (if there was a file listed when you arrived at the screen, it must be removed before a new file can be selected in Step 1)
    - Step 3 – click the Continue button
  - You will be taken to a new screen. To continue, click the Transfer to TEA button
  - If your computer is properly configured, your file will complete the first step in the validation process. This validates the actual file, not the validity of the data it contains.
  - Once it completes this first screening, it will ask you to go to the PET Status page using a “Click Here” hyperlink.
  - While on the PET Status page, you will see the errors found in the file as it completes the second validation process. You can use the Refresh Page, to update the screen.
  - You will see FILE COMPLETE after the final validation process. Click the View button under Error Reports to see the errors contained in the file. These MUST be corrected if possible. Some errors will require TEA to fix and should be sent before the Manual PID correction deadline at the closest PEIMS reporting time.

Remember to run once a week till the end of the school year and then after your final Summer PEIMS file.