Fall PEIMS – Collection 1
2012 - 2013
Campus Level Submission 1 Checklist

Verify Reports

<u>Students > Reports</u>

Before running your PEIMS Submission, review and verify all coding items listed. Please see our suggestions for the best options.

DEMOGRAPHICS
- ☐ Resolve all PID and PET errors, code any necessary demographic revisions or Prior Id's in Compliance tab.
- ☐ Review ADA eligibility codes with special attention on PK, transfers and not in membership students
- ☐ Review PK and KG students for eligibility requirements and age.
- ☐ Report(s):
  - o Student List (Format – Demographics) – in Student Demographics category
  - o Student Demographic Extract – in the Third Party Student Extracts category
  - o PK Eligibility and Funding – in the Program Coding category

ENROLLMENT
- ☐ Review all students for proper enrollment codes
- ☐ Review students for Campus ID of Residency if transfer or enrolled in Charter School
- ☐ Review "Special Programs" such as GT, PEP/PRS for proper enrollment
- ☐ Report(s):
  - o Student Entries and Withdrawals – in the FSP Reports category
  - o Student Demographic Extract – in the Third Party Student Extracts category
  - o FSP Program Detail – in the FSP Reports category

AT-RISK
- ☐ Review At-Risk status for all students
- ☐ Report(s):
  - o At-Risk Validation – in the Program Coding category

ECONOMICALLY DISADVANTAGED
- ☐ Review Economic Disadvantaged coding for all students
- ☐ Report(s):
  - o Economic Disadvantage List – in the Program Coding category

HOMELESS AND UNACCOMPANIED YOUTH
- ☐ Review the Homeless and Unaccompanied Youth coding for all students. This is no longer part of Title I, it is found on the Other Annual Information screen of the Enrollment tab.
- ☐ Report(s):
  - o Homeless/Unaccompanied Youth – in the Program Coding category

EARLY READING INDICATOR
- ☐ Review the Early Reading Indicator for all KG – 2nd grade students
- ☐ Report(s):
  - o Early Reading Indicators – in the Program Coding category

SPECIAL EDUCATION
- ☐ Review all Special Education enrollments for proper placement or withdrawal of services. Review coding of Students who are age 3-5 for proper PPCD coding.
- ☐ Report(s):
  - o PPCD Verification – in the Special Education category
  - o Special Education Roster – in the Special Education category
  - o Special Education Services – in the Special Education category

LEP/ESL
- ☐ Code LEP and/or ESL/BIL for any student with non-English Home Language survey
- ☐ Review that all students have proper Parental Permission Code
- ☐ Code all LEP students as At-Risk
- ☐ Code any Immigrant/Migrant Students
- ☐ Report(s):
  - o LEP Verification – in the Program Coding category
  - o Student Demographic Extract – in the Third Party Student Extracts

CTE EDUCATION INDICATOR CODE
- ☐ Review CTE codes for students. CTE code for Fall is 0 if student is not enrolled in CTE course on As of Date or 1, 2, or 3 if student is enrolled in a CTE course on the As of Date.
- ☐ Report(s):
  - o Career and Technology Participation – in the Program Coding category

- Career and Technology PEIMS Data Verification – in the Program Coding category
- Career & Technology Contact Hours Detail – in the FSP Reports category

LEAVERS

- Code all students who withdrew from your district in the prior school year or were a No-Show for the current school year with the proper leaver code.
- Code all graduates with the 01 leaver code.
- Review any students coded with a 98 (other or dropout) to see if code can be updated
- Report(s):
    - Student Entries and Withdrawals – in the FSP Reports category

GRADUATES

- Review students that are expected to graduate to determine all criteria were met.
- Code all graduates with the proper Graduation Type Code
- Report(s):
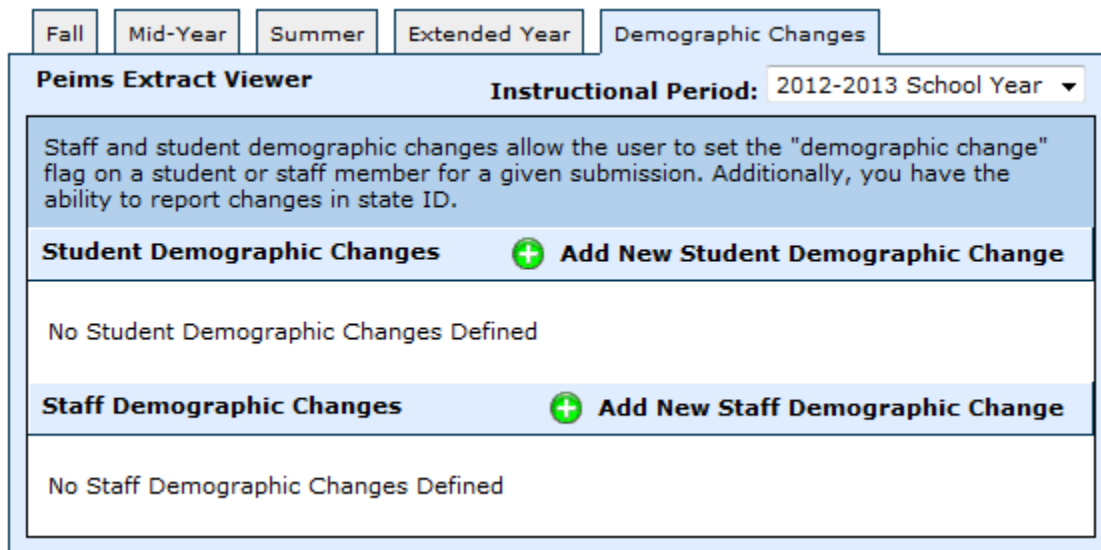   - Student Graduates – in the Program Coding category

Student Demographic Extract (found in Third Party Extracts) is an excellent report to assist in verifying multiple areas of reported data.

Creating Your File

- Select Compliance from the Module list
- Hover over the menus and click on PEIMS
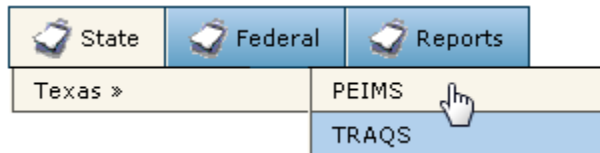
- Select the Fall tab, if it did not default
- Verify the Instructional Period is set to the current school year, use the drop menu to change if needed.
- Make all Demographic Revisions and Prior ID coding
  - Click the Demographic Changes tab

  - Use the ⊕ **Add New Student** or **Staff Demographic Change** button
  - Select the **Student** or **Staff** from the drop menu
  - Select the **Submission** – either Fall or Summer
  - To report a Demographic Revision:
    - Set the **Demographic Change** to 1 while leaving the Prior ID blank
  - To report an ID change:
    - Enter the **Prior ID** while leaving the Demographic Change at 0
  - 💾 Save
  - Repeat as needed

Examples using a Student:

Demographic Revision

| Fall | Mid-Year | Summer | Extended Year | Demographic Changes |

Peims Extract Viewer   **Instructional Period:** 2012-2013 School Year ▼

Use this view to create assignments

**Assignment Details**

Student* — Doe, Jane ▼

Submission* — Fall ▼

Demographic Change — 1 - Core Demographics Have Changed Since Last Submission ▼

Prior ID — [   ]

[Save]   [Cancel]

Prior ID

| Fall | Mid-Year | Summer | Extended Year | Demographic Changes |

Peims Extract Viewer   **Instructional Period:** 2012-2013 School Year ▼

Use this view to create assignments

Assignment Details

Student* — Doe, Jane ▼

Submission* — Fall ▼

Demographic Change — 0 - None ▼

Prior ID — 123456789

[Save]   [Cancel]

- o Click back on the proper submission tab

- You have the option to run for all records in the submission or groups of records, use the drop menu at the bottom of the screen to select. For final files to TEA, you must run for All Records.
- Click [generate file]
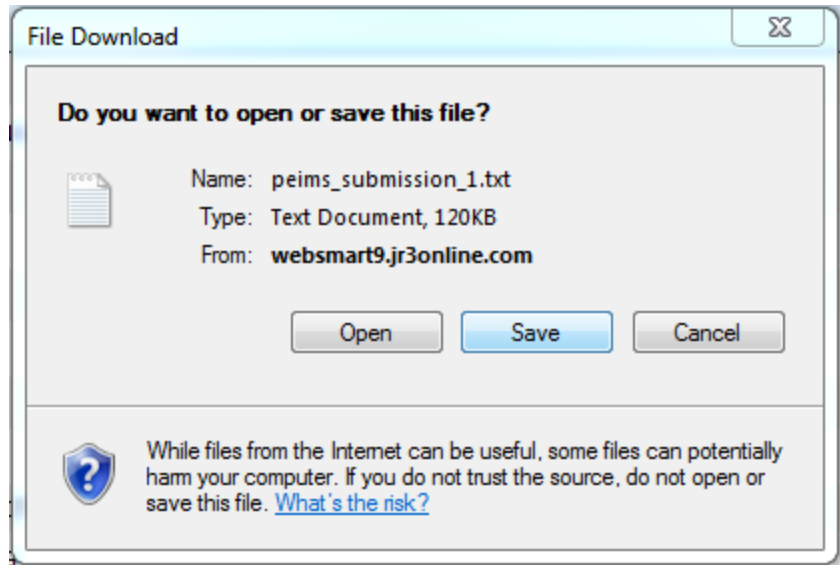
- Depending on your browser, this may vary slightly:
  - The generated file will pop-up asking you to Open or Save the file
  - Save to an easy to find location
  - The file name is FYYYY######
    - F = fall submission
    - Y = the year, this is the last year of the school year, so 2012-2013 would be 2013
    - # = the 6 digit County District number for your school
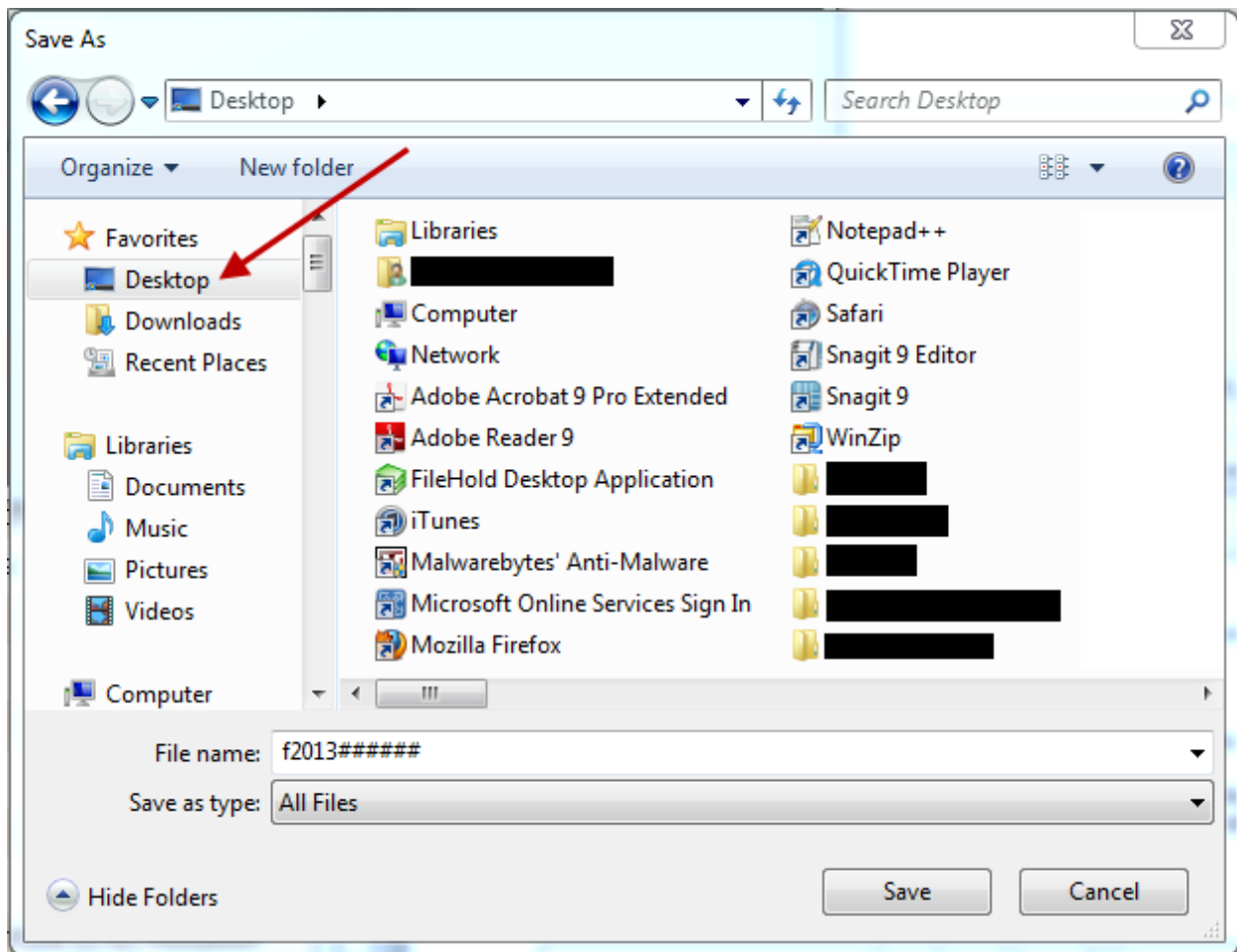
- You will need to remove the file extension of .txt before uploading. If your computer is set to display file extensions, you can save the file without the .txt by selecting the File Type of "All Files" or by renaming the file after saving and removing the file extension then.

For assistance on setting your machine to display file extension, skip to the end of the document.

<div style="border:1px solid;">

Sending Your File

</div>

TEASE - https://seguin.tea.state.tx.us/apps/logon.asp
TEAL - https://pryor.tea.state.tx.us/

You must send your file through Edit + via your TEASE account or your TEAL account if you have them linked.

1. When you first login, you want to be sure your machine is properly setup to send files. You can download any needed security patches here.
2. You should verify the collection you are in before sending any PEIMS files. If you are in the wrong collection, use the "select collection" button to change to the correct one.
3. Once you have verified those items, you are ready to send a file.

- If you have sent a file for a collection and are sending a new file, you will need to remove the previous file before sending the new one. If you are sending your first file, you will skip this step.

Send Data for Validation

1. Select the data file to be validated

[_____] [Browse...]

2. Add to list of files below

[Add] selected file to list

	Files to validate
☑	C:\Users\██████████\Desktop\f2013█████

[Remove] selected files from list

3. Repeat steps **1** and **2** to select additional files.
Click the **Continue** button below to go to the next step

[Continue >]
to set validation options

1. Use the [Browse...] button to locate the file you created on your machine
2. Click the [Add] button to select the file for the validation process
3. Click [Continue >] to send the file

File	Validate	Edit	Select Groups
F2013227817	☐ FATALS ONLY	☑ PEIMS EDIT ☐ PID EDIT	☑ 010 - 020 Organization ☑ 030 - 030 Budget ☑ 040 - 060 Staff ☑ 090 - 090 Staff Responsibility ☑ 100 - 203 Student

- Use the check boxes to define how you want your file processed for validation. Remember before you can finalize the file, it must be Fatal Free and it must be run with the PID EDIT option selected.
- Click Send for Validation

If your screen doesn't begin to look like the example below with the bottom box turning blue, you will need to have your IT person check your machine. You will also need to click on the Progress Monitor from the left hand menu and click the Abort button on your file or you will not be able to load another.

Transferring Files

Transferring File(s):
F2013████████

Please wait while file(s) are being transferred:

Status: sending F2013██████

Processing... Status on this page is automatically refreshed every 5 minutes

Progress Monitor

Refresh Page

View the Queue F = Fatal Errors, S = Special Warnings, W = Warnings

| File	F	S	W	Recs	Status	Start Time	Elapsed Time	Abort
F2013████	0	0	0	0	QUEUED FOR LOAD -- step 1 of 4	10/22/2012 2:10PM	0 Min.	abort..

Be sure to review all reports before you finalize your file and clear up all PID errors that can be cleared.

Viewing File Extensions With Microsoft

1. Open any folder on your computer.
2. Select the Tools menu. If using Widows 7, clink the Alt key to make the menu visible.
3. Select Folder Options
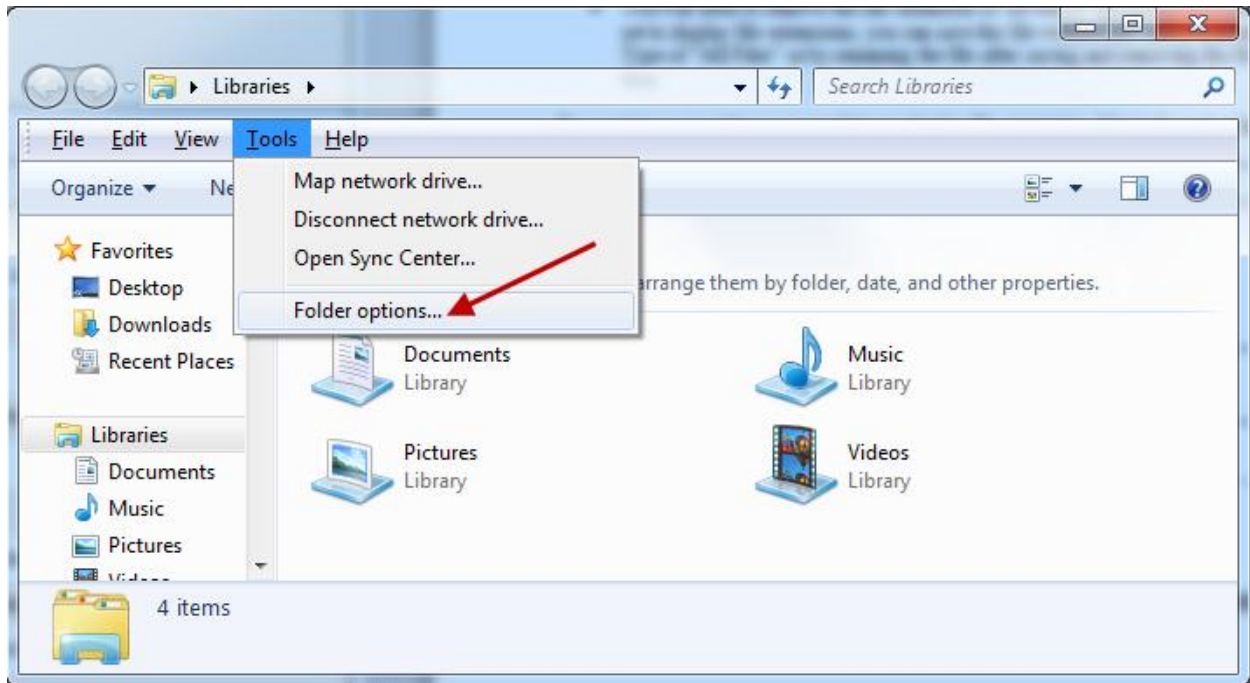
4. Click on the View tab
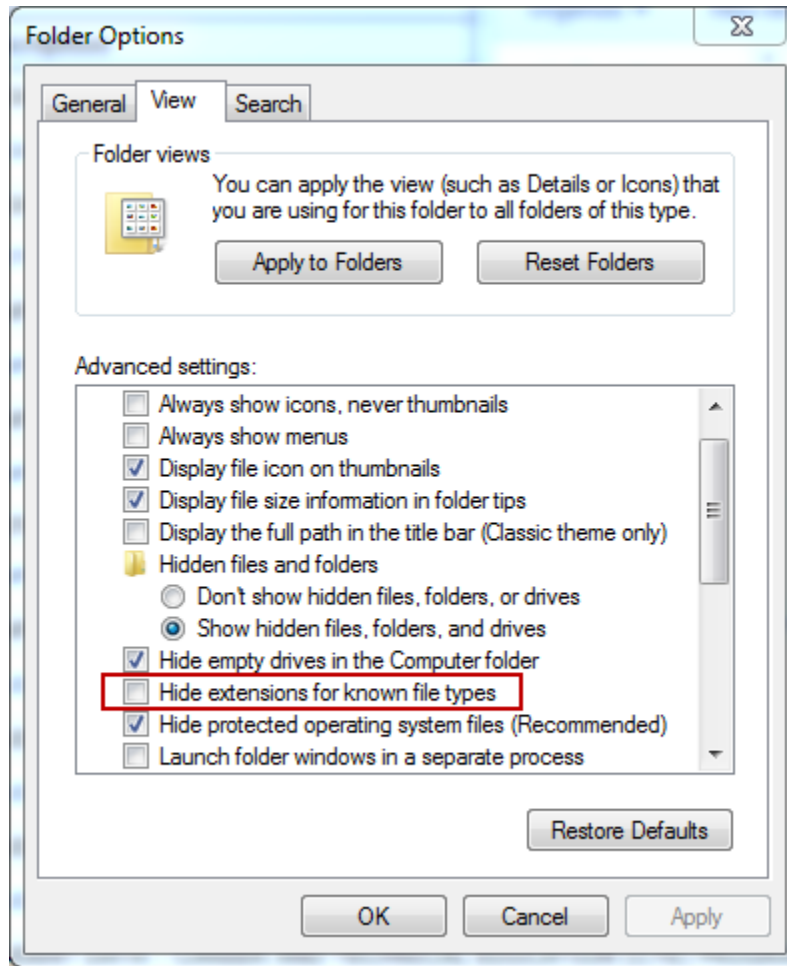
5. Remove the check from the box for "Hide extensions for known file types"
6. Click OK