PEIMS EDIT+ User Technical Documentation

Tips for Retaining Your EDIT+ Reports

Overview

EDIT+ reports are available to the user for limited periods of time. Because of this limited availability, it is recommended that reports be retained if there any need to refer to them for historical information. This document explains the details of the EDIT+ archive policy including final availability dates and retrieval tips.

Retaining Your Reports

Reports are retained by:
- Printing and storing the hard copies.
- Saving the reports to your local hard drive or local area network.
- Archiving (limited to 5 years for districts; 3 years for campuses).

Archive Policy

District-level reports are readily accessible online for five years (in an Approved collection for 3 years and as an archived bundle for 2 years). *After five years, the reports are no longer accessible*.

Campus-level reports are available online for three years (current year plus two prior years). *After three years, the reports are no longer accessible*.

Final Availability Dates for Retaining Archived District and Campus-Level Reports

The following table provides approximate availability dates, by date and collection, for retaining copies of your district and campus-level EDIT+ reports prior to archival. For specific archive dates, see collection-specific Release Letters available at the 'Release Letter' link on the EDIT+ external website.

School Year	Collection	District-Level Reports Available in EDIT+ until	Campus-Level Reports Available in EDIT+ until
2005-2006	Sub I (Fall)	9/2010	9/2008
2005-2006	Sub II (Mid Yr)	9/2010	9/2008
2005-2006	Sub III (Summer)	9/2010	9/2008
2005-2006	Sub IV (Ext Yr)	9/2010	9/2008
2004-2005	Sub I (Fall)	9/2009	9/2007
2004-2005	Sub II (Mid Yr)	9/2009	9/2007
2004-2005	Sub III (Summer)	9/2009	9/2007
2004-2005	Sub IV (Ext Yr)	9/2009	9/2007
2003-2004	Sub I (Fall)	9/2008	9/2006
2003-2004	Sub II (Mid Yr)	9/2008	9/2006
2003-2004	Sub III (Summer)	9/2008	9/2006
2003-2004	Sub IV (Ext Yr)	9/2008	9/2006
2002-2003	Sub I (Fall)	9/2007	9/2005
2002-2003	Sub II (Mid Yr)	9/2007	9/2005
2002-2003	Sub III (Summer)	9/2007	9/2005
2002-2003	Sub IV (Ext Yr)	9/2007	9/2005
2001-2002	Sub I (Fall)	9/2006	9/2004
2001-2002	Sub II (Mid Yr)	9/2006	9/2004
2001-2002	Sub III (Summer)	9/2006	9/2004
2001-2002	Sub IV (Ext Yr)	9/2006	9/2004

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School Year	Collection	District-Level Reports Available in EDIT+ until	Campus-Level Reports Available in EDIT+ until
2000-2001	Sub I (Fall)	9/2005	9/2003
2000-2001	Sub II (Mid Yr)	9/2005	9/2003
2000-2001	Sub III (Summer)	9/2005	9/2003
2000-2001	Sub IV (Ext Yr)	9/2005	9/2003
1999-2000	Sub IV (Ext Yr)	9/2005	9/2003