Texas Education Agency

Request for Access
PEIMS, EDIT+, PID, PET, and SAF

General Instruction

This authorization form should be used to request, modify, or revoke access to TEASE, PEIMS EDIT+, the Person Identification Database (PID), PID Enrollment Tracking (PET), and the Superintendent Approval Form (SAF).

To complete the request for access process:

1. Submit the completed and signed form to your supervisor for approval.
2. Route the original copy of the signed and approved form to your District or ESC PEIMS Coordinator to set up your PEIMS EDIT+ User Profile. Please be sure to retain a copy for your records.
3. District or ESC PEIMS Coordinators: Use the check box in section 6 to confirm that a profile has been created. If requesting an out-of-region Alternate Agent ID, obtain the signature of the authorizing Superintendent in section 6.
4. Please allow three weeks for processing. If you have not received access after three weeks, e-mail computer.access@tea.state.tx.us to check the status of your application.

Fax or mail the completed request form to the following:

Texas Education Agency
Enterprise Data Management
1701 N. Congress Ave.
Austin TX 78701-1494
FAX: 512-463-9330

Texas Education Agency

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1. Requestor Information

First name:	MI:	Last name:
Job title:	Phone:	E-mail:

Date of birth:	Address:	City:	State:	Zip code:

Organization:	District/Campus #:	Region:	ESC/District PEIMS coordinator e-mail:

2. Access Request or Account Modification

☐ Create TEASE account

Modify account (username): _____

☐ Access to PEIMS Edit+

☐ Delete TEASE account

☐ Add access to Edit+

☐ Exclude Edit+ access

☐ Change Edit+ profile

3A. Edit+ User Profile

Access Type	Grant Access	Exclude Access
PEIMS Edit+	☐	☐
Send/Revalidate data	☐	☐
Complete/Accept file	☐	☐
User administration	☐	☐
Alternate agent ID (optional): _____		
Send/Revalidate data	☐	☐
Complete/Accept file	☐	☐

Record Group Access

All record groups access	☐	☐

Fall

Group Title	Record Group	Grant Access	Exclude Access
Organization	010 - 020	☐	☐
Budget	030 - 030	☐	☐
Staff	040 - 060	☐	☐
Staff Responsibility	090 - 090	☐	☐
Student	100 - 203	☐	☐

Mid-Year

Group Title	Record Group	Grant Access	Exclude Access
Organization	010 - 020	☐	☐
Actuals	032 - 033	☐	☐

Texas Education Agency

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Summer

Group Title	Record Group	Grant Access	Exclude Access
Organization	010 - 020	☐	☐
Staff (does not include 300)	040 - 305	☐	☐
Campus Course Section	300 - 300	☐	☐
Student (does not include 300, 305, 415)	100 - 510	☐	☐
Student	300 - 305	☐	☐
Course Completion	415 - 415	☐	☐

Extended Year

Group Title	Record Group	Grant Access	Exclude Access
Organization	010 - 020	☐	☐
Student	100 - 510	☐	☐

3B. Special Access

Access Type	Grant Access	Exclude Access
PID administration (ESC access only. Requires Memorandum of Understanding)	☐	☐
PID search	☐	☐
PID edit (validation)	☐	☐
PID maintenance	☐	☐
SAF (Superintendant access only)	☐	☐
PET (PID enrollment tracking)	☐	☐
PET (View only)	☐	☐
Region-wide table download (ESC access only)	☐	☐

Texas Education Agency

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4. PID and PET Security

Personnel accessing PID or PET information not specifically stated on this request form must also have TEASE accounts, and requests for PEIMS EDIT+ and PID on file with the TEA. If their only access is to be printed reports, then each of them must have a Confidentiality Agreement on file with your organization.

If you have requested access to the confidential PID information, specific plans to protect the confidentiality of this information are required in order to process this request. In lieu of specific plans or documented procedures, please answer the following questions:

1. Who will have direct access to PID information?

2. Will unauthorized personnel be able to view the computer used to access PID information?

3. How is printed PID information secured and who has access to it?

4. Please list any other safeguards used?

Texas Education Agency

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5. Certification of Responsibility

- I understand that my TEASE username and password are CONFIDENTIAL and may not be shared with another person or entity under any circumstances whatsoever.
- I will neither divulge my password nor use a username and password assigned to someone else.
- I understand that I am responsible for all transactions made with my username and password.
- If I suspect that my password has been compromised, or that someone else has used my account, I understand that it is my responsibility to change my password immediately.
- I agree to notify TEA Computer Access when my job responsibilities no longer require access to the requested information, or I terminate employment with my current organization.
- I understand that I must reset my password every 90 days.
- I understand that if I do not use my TEASE account for 15 months, the account will be deactivated and I will need to reapply to activate the account.

PEIMS Edit+

- I will not knowingly or intentionally enter any unauthorized data or change any data without authorization.
- I understand that any reports or table downloads that I may generate using confidential data are to be protected.
- I will not distribute to any unauthorized person any reports or table downloads that I have access to or may generate using confidential data.
- I understand that procedures must be in place for monitoring and protecting confidential PEIMS information.

PID & PET

- I agree that access to PID will be used for the limited purpose of validating demographics of:
    1. students currently enrolled in the applicant's school district or region.
    2. students previously enrolled during the current or prior school year in the applicant's school district or region.
    3. staff currently employed by the applicant's school district or region.
- I agree to limit the data I view to that necessary to validate student and staff demographics for consistency and accuracy in reporting to the TEA.
- I agree to notify TEA Computer Access if my job responsibilities change such that I no longer need access to PID or when I terminate employment with my current educational entity for any reason.
- I understand that procedures must be in place for monitoring and protecting confidential information.
- I understand that any unauthorized disclosure of confidential student information is illegal as provided in the Family Educational Rights and Privacy Act of 1974 (FERPA), and in the implementing of federal regulations found in 34 CFR, Part 99. FERPA is specifically incorporated into the Texas Public Information Act as an exception to records that are subject to disclosures to the public (Government Code, Section 552.026).
- In addition, I understand that any datasets or output reports that I, or my authorized representative, may generate using confidential data are to be protected. I will not distribute to any unauthorized person any datasets or reports I have access to or may generate using confidential data. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of my TEASE username and password.
- I also understand that releasing confidential information is prohibited by the Texas Government code, Section 552.352, and that such an offense constitutes a Class A misdemeanor.

SAF

- SAF provides Superintendents with the capability to approve their district's PEIMS submission by electronically signing the "Superintendent' s Statement of Approval of Summary Report and Error Listing" form within PEIMS EDIT+.
- Only Superintendents can be granted SAF authorization.
- A Superintendent's electronic signature has the same force and effect as the manual signature of this form. Additional information is available from the Department of Information Resources website.

Texas Education Agency

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6. Required Approval

This form will only be processed by the TEA once the User Profile has been created by the District or ESC PEIMS Coordinator.

☐ User profile created

Applicant Signature	Date
Supervisor Signature	Date

TEA PEIMS Division

PEIMS Division	Date

TEA Computer Access

Computer Access Administrator	Date

TEASE Username