

Guide to PEIMS Summer Submissions for Accountability

This document is a summary of key information about the PEIMS submission process intended to provide LEA leaders with actionable steps to improve the accuracy of PEIMS submissions especially as related to the Summer Submission and the state accountability process. Sections include Introduction, PEIMS Data Categories by Submission, Planning Overview and Sample LEA Submission Process Calendar, PEIMS Reports for Data Verification, and Upcoming PEIMS Submission Dates.

Introduction

Each of the four annual PEIMS submissions (fall, mid-year, summer, and extended year) require LEAs to submit data according to the guidelines published in the TEDS / TWEDS. TWEDS - Introduction (state.tx.us) LEAs must ensure they have clear and current instructions from their chosen local system vendors on how and when the data is entered into the local system and extracted from the local system and loaded into PEIMS. Because LEAs, not their information system vendors, are ultimately responsible for the accuracy of the data submitted to PEIMS, LEAs are strongly encouraged to utilize the available PEIMS reports and PEIMS business data validations to identify possible issues in the data and verify the data in PEIMS prior to the final deadline for each submission.

LEA verification of PEIMS data prior to each final submission is an essential step that helps both the LEA and the local system vendor ensure the data entered accurately reflects LEA performance. The accepted data in the PEIMS system as of each final deadline are used by numerous programs across TEA, including calculating and reporting state and federal accountability outcomes. Data submitted through working collections are not used for accountability purposes.

PEIMS Data Categories by Submission

Determine the staff required to collect and verify the specific types of data in each submission.

- **PEIMS Fall Submission:** Represents the state of the LEA as of the PEIMS Fall snapshot date, which is the last Friday in October, regardless of whether this is a day of instruction or not. LEAs shall report all students served and staff employed on that date. Exception: Leaver data are reported based on leaver status as of the last Friday in September. ESCs and LEAs shall report current school year budget data. All LEAs report data for the PEIMS Fall submission.
- PEIMS Mid-Year Submission: Includes actual financial data for the prior school year. All LEAs report data for the PEIMS Mid-Year submission.
- PEIMS Summer Submission: Includes yearlong student attendance, course completion (high school courses, Texas Virtual School Network (TxVSN) Online Schools program courses, and TxVSN Statewide Online Course Catalog courses), disciplinary actions, and restraint events. All LEAs report data for the PEIMS Summer submission.
- PEIMS Extended Year Submission: When applicable to the LEA, includes data for certain programs and course completions:
 - o Extended School Year (ESY) services provided to special education students,
 - o Flexible attendance for the Optional Flexible School Day Program (OFSPD) Credit/Promotion Recovery Program,
 - o Bilingual/ESL Summer School program,
 - o Additional Days School Year (ADSY) program,
 - o and course completions between school years for:
 - · High school Career and Technical Education (CTE) courses,
 - Dual credit courses,
 - College Preparatory Courses: Language Arts (CP110100) and Mathematics (CP111200)



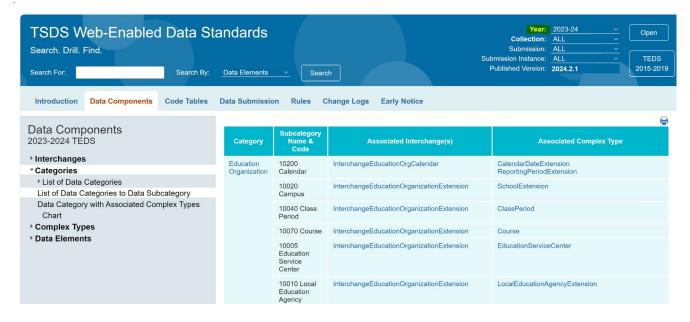
Data Submission Summary

	Data			PE	IMS	
Data Category Type	Data Subcategory Code	TSDS	1 FALL	2 MDYR	3 SUMR	4 EXYR
Education Organization						
Education Service Center	10005		Υ	Y		
Local Education Agency	10010	Υ	Υ	Υ	Υ	Y
SSA Organization Association	10011		Υ	Υ		
Campus	10020	Υ	Υ	Y	Y	Y
Residential Facility	10025	Υ				
Class Period	10040	Υ			Y	
Master Schedule	10050	Υ			Y	Y
Course	10070	Υ	Υ		Y	Y
Program	10090	Υ				
Calendar	10200	Υ			Y	Y
Finance						
Budget	20030		Υ			
Actual	20032			Y		
Shared Services Arrangement Actual	20033			Υ		
Staff						
Staff Basic Information	30040	Υ	Υ			Y
Employment Payroll Summary	30050		Υ			
Contracted Instructional Staff	30055		Υ			
Payroll	30060		Υ			
Responsibility	30090		Υ			Y
Teacher Class Assignment	30305	Υ				
Staff Association	30310	Υ				
Student						
Student Basic Information	40100	Υ	Υ		Y	Y
Enrollment	40110	Υ	Υ		Y	Y
Student Residential Facility Association	40115	Υ				
School Leaver	40203		Υ			
Special Education Program	41163	Υ	Υ		Y	
Career and Technical Program	41169				Y	
Title I, Part A Program	41461		Y		Y	
Basic Attendance	42400				Y	Y
Special Programs Reporting Period Attendance	42401				Y	Y
Special Education Attendance	42405				Y	Y
Extended School Year Services	42408					Y
Career and Technical Education Attendance	42410				Y	Y
Flexible Attendance	42500				Y	Y

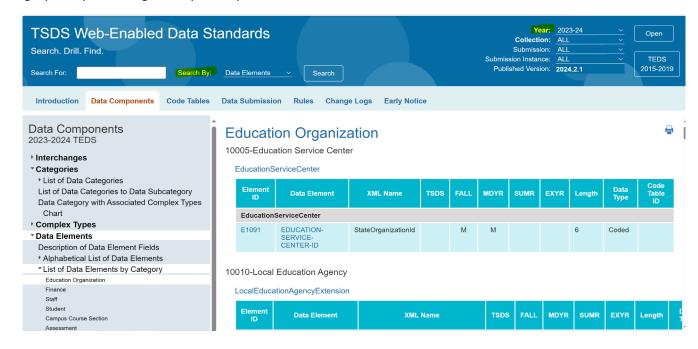
Data			PEIMS				
Subcategory Code	TSDS	1 FALL	2 MDYR	3 SUMR	4 EXYR		
42510				Y	Υ		
42600				Y			
43415	Y			Y	Υ		
44425				Y			
45435				Y			
46010	Υ						
48011		Υ		Y			
49010	Y						
50300	Y			Y	Υ		
60010	Υ						
70010	Y						
	Subcategory Code 42510 42600 43415 44425 45435 46010 48011 49010 50300	Subcategory Code 42510 42600 43415 Y 44425 45435 46010 Y 48011 49010 Y 50300 Y	Subcategory Code TSDS 1 FALL 42510 42600 43415 Y 44425 45435 46010 Y 48011 Y 50300 Y 60010 Y	Subcategory Code TSDS 1 2 FALL MDYR 42510 42600 43415 Y 44425 45435 46010 Y 48011 Y 50300 Y 60010 Y	Subcategory Code		



Detailed information about the individual data elements collected within each data category can be found at <u>TWEDS - Categories Subcategories (state.tx.us)</u>. When searching the TWEDS, check that the correct year is selected. If not, use the drop-down menu to select the desired year and click Open.

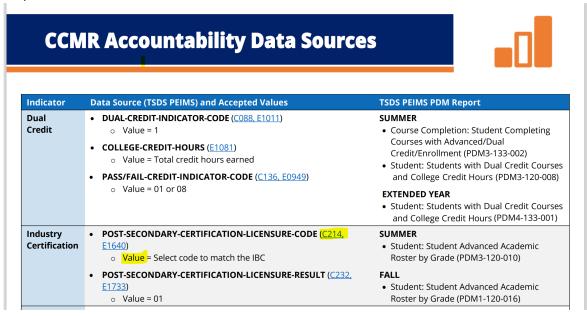


Detailed information about the data elements within each category is also available at <u>TWEDS - Categories</u> <u>Subcategories (state.tx.us)</u>. When searching the TWEDS, check that the correct year is selected. If not, use the drop-down menu to select the desired year and click Open. Data elements can be found in lists alphabetically, by category, or by searching directly for a specific element.

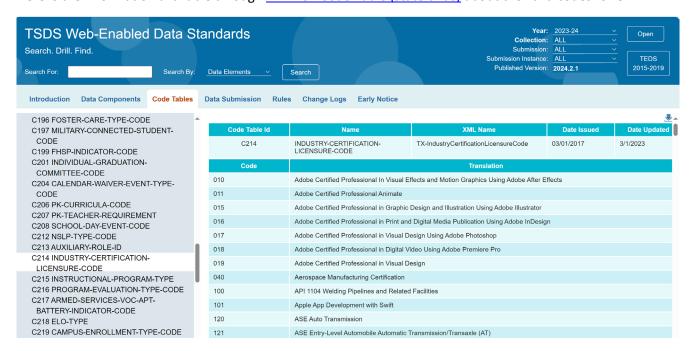




Additional information about the specific values within an indicator are available through the Code Tables. For example, the <u>Academic Accountability Data Sources (texas.gov)</u> lists PEIMS Code Table C214 in reference to the Industry Certification indicator.



Here is the information available through TWEDS - Code Table (state.tx.us) about the valid codes for C214.





Planning Overview and Sample LEA Calendar

The process for collecting and submitting each of the four annual PEIMS submissions requires a coordinated plan and dedicated time that will vary depending on LEA size and staffing. A basic overview of the steps is provided below. Regional ESCs can provide additional ideas for establishing and strengthening the local submission process. The purpose of this section is to provide school leaders with a general idea of the process and timeline necessary for each submission. School leaders are strongly encouraged to begin the submission process early to allow ample time to not only clear all Fatal edits, but to review the Special Warnings and Warnings provided in the TSDS application. The LEA cannot finalize their PEIMS Submission until all Fatal edits are resolved, Time should also be taken to review the Special Warnings and Warnings to help determine any possible data anomalies that should be corrected.

- Identify key staff on each campus and at the LEA level who will be directly involved with the submission process. It is helpful to have one or more additional staff assist at each level to provide back-up in the event of an unexpected staff absence. Training additional staff at each level also helps the LEA ensure an uninterrupted transition of accurate data submission in the event of staffing changes.
- 2. Establish a LEA calendar for the three key tasks (data collection, SIS entry and data review, and PEIMS validation and data verification) for each of the four annual PEIMS submissions. Ideally, this calendar should be established prior to the start of each school year and communicated to all relevant staff prior to the start of the school year. When determining the time needed for each of the three key tasks, keep in mind the availability of staff during that window which may be impacted by other events, such as testing or holidays.
- 3. If a data error is found during the submission process, including after the initial submission, the LEA must make corrections within their SIS and resubmit the information to TEA. The LEA should work with their SIS if the LEA determines the error is based on an issue with the system and not with the data the LEA has entered. If the LEA cannot determine the cause of the error, the LEA should work with their ESC PEIMS Coordinator and, if needed, submit a TIMS Ticket for customer support assistance. The LEA should begin promoting their PEIMS data as early as they can to determine and correct any errors. The LEA should not only focus on the Fatal edits but review the Special Warnings and Warnings as they may identify missing data or anomalies in the data. The LEA is ultimately responsible for the accuracy of data submitted by the resubmission due date. Various agency departments will use the final data submitted not only for accountability and funding but also in multiple published reports.
- 4. A sample LEA calendar is included below as one example of how an LEA might structure the three key tasks for each submission. Each LEA may set their own calendar based on LEA needs and resources.

 Example: An LEA established the following local timeline for the 2024 Summer Submission (initial deadline June 20, 2004 / final resubmission deadline July 18, 2024)
 - March 1 LEA PEIMS coordinator meets with key campus staff to review expectations for PEIMS Summer Submission data and process.
 - April 12 LEA deadline for campuses to complete first phase of data collection and entry into the SIS for Summer Submission. (Campuses use SIS to enter data) Examples of possible data to enter: first semester course completion data, IBCs, and associate degrees earned during the first semester.
 - May 10 LEA deadline for campuses to complete review and correction of first phase data in the SIS. The LEA PEIMS Coordinator should load and promote the PEIMS Summer Submission data, resolve all Fatal edits and review all Special Warnings, and Warnings, and run reports for the campus to review.



- May 24 (or day after the last day of the second semester) LEA deadline for campuses to complete second phase of data collection and entry into the SIS for Summer Submission. The LEA PEIMS Coordinator should work with the campus staff to ensure that grades are entered, and any course completion utilities are completed.
- June 4 LEA deadline for campuses to complete review and correction of second phase data in the SIS. The LEA PEIMS Coordinator should load and promote the PEIMS Summer Submission data, resolve all Fatal edits and review all Special Warnings, and Warnings, and run reports for the campus to review.
- June 11 LEA deadline to review all campus SIS data for Summer Submission and identify
 possible discrepancies. The LEA PEIMS Coordinator should continue to load and promote the
 PEIMS Summer Submission data, resolve all Fatal edits and review all Special Warnings, and
 Warnings, and run report for the campus to review.
- June 17 LEA deadline to resolve all possible SIS data discrepancies and notify the LEA PEIMS
 Coordinator that all issues are resolved. The LEA PEIMS Coordinator should load and promote
 the final PEIMS Summer Submission data, resolve all Fatal edits and review all Special
 Warnings, and Warnings, and run the reports for LEA leadership.
- June 18 19 Final review of initial Summer Submission data by LEA leadership.
- June 20 Deadline for initial Summer Submission to PEIMS
- June 25 LEA PEIMS Coordinator meets with designated campus staff to review recommended PEIMS reports, such as PEIMS reports indicating whether students have met CCMR criteria in one or more areas for which PEIMS is the data source. (See the <u>Academic Accountability Data Sources (texas.gov)</u> or <u>2024 Accountability Manual Appendix H</u> for information about the PEIMS data sources used for CCMR.) The purpose of this meeting is to continue the data verification process by identifying possible data discrepancies and the staff/timelines necessary to complete the verification and correction.
- July 1 5 LEA closed.
- July 8 9 LEA PEIMS Coordinator does follow-up with each campus as needed to ensure verification process is progressing. The LEA PEIMS Coordinator should continue to load and promote the PEIMS Summer Resubmission data, resolve all Fatal edits and review all Special Warnings, and Warnings, and run reports for the campus to review.
- July 11 LEA deadline for each campus to complete data verification process for final submission. The LEA PEIMS Coordinator should continue to load and promote the PEIMS Summer Resubmission data, resolve all Fatal edits and review all Special Warnings, and Warnings, and run report for the campus to review.
- July 15 LEA deadline to resolve all identified data discrepancies and notify the LEA PEIMS
 coordinator that all issues are resolved. The LEA PEIMS Coordinator should load and promote
 the final PEIMS Summer Resubmission data, resolve all Fatal edits and review all Special
 Warnings, and Warnings, and run the reports for LEA leadership.
- July 16 17 Final review of final (corrected) Summer Resubmission data through the TEA PEIMS reports by LEA leadership.
- July 18 Deadline for final Summer Resubmission



PEIMS Reports for Data Verification

The <u>Academic Accountability Data Sources (texas.gov)</u> resource provides information about the PEIMS elements and values used for the designated accountability indicator along with the PEIMS reports useful for data verification for that indicator. To illustrate, here are selected examples of PEIMS reports for an LEA to review for Summer Submission / Resubmission:

- Dual Credit: PDM3-133-002, PDM3-120-008
- Industry Certification and Associate Degree: PDM3-120-010
- College Prep Courses: PDM3-133-001

Dual Credit Report PDM3-133-002

Report Example – Part 1 of 2

Texas Education Agency PDM3-133-002 v24.3.3	Saturday 06/22/2024 3:59 PM Page 1 of 2		
LEA: 701603 - SEDS L	EARNING ISD		
Dual Credit			
Service ID	Course Description	Seq	Dual Credit
03100500 Algebra I		1	1
N1300510	Communication and Technology in Education	1	1 1 1
	Total	<u>-</u>	2

Report Example – Part 2 of 2

Texas Education Agency PDM3-133-002 v24.3.3 LEA: 701603 - SEDS L	TSDS PEIMS STUDENTS COMPLETING COURSES WITH ADVANCED/DUAL LEA-level Data All Reports Campuses: 001, 002, 004, 005, 698, 999 2023 - 2024 Summer Collection, First Submission	CREDIT/ENROLLMENT	Saturday 06/22/2024 3:59 PM Page 2 of 2
Advanced Technical Credi			
Service ID	Course Description	Seq	ATC
03100500	Algebra I	1	1
		_	1
CP110100	College Preparatory Course English Language Arts	1	1
CP110100	College Preparatory Course English Language Arts	2	1
			2
CP111200	College Preparatory Course Mathematics	1	1
CP111200	College Preparatory Course Mathematics	2	1
			2
N1300500	Child Development Associate (CDA) Foundations	1 _	2
N1300510	Communication and Technology in Education	1	2
141300310	Communication and Technology in Education	<u>-</u>	1
			1
		_	
	Total		8

^{*}Note: The sample reports included in this section are from a training account – no confidential data are included in these examples.



Explanation of Report Fields

PDM3-133-002 Students Completing Courses with Advanced/Dual Credit/Enrollment

Report Description

This report summarizes the count of students completing courses that were eligible for dual credit or advanced technical credit. The dual-credit code indicates that the student was eligible to receive both high school and college credit for a particular course. The advanced technical credit (ATC) code indicates a high school course for which college credit may be awarded by a post-secondary institution.

The counts for this report are not based on pass/fail, just upon the indicator codes and completion of the course.

Availability: ESC, LEA, and Campus

Selection Parameters

Use selection parameters to specify the data to be retrieved on your report:

- Organization level—By LEA or campus
- Campus ID—One or more campus IDs
- Course Completion Type—Dual Credit, Advanced Technical Credit, All Reports

Column	Description
Service ID	Identification of the classroom course of enrollment
Course Description	Description name and abbreviation
Seq	Course sequence number
Dual Credit	Count of students eligible to receive both high school and college credit for a course This is a count of student course completions for courses where the Dual Credit indicator equals 1. This column only appears when the Dual Credit parameter is chosen.
ATC	Count of students taking a high school course for which college credit may be awarded by a post-secondary institution under the conditions of a local articulation agreement or the statewide ATC program agreement This is a count of student course completions for courses where the ATC indicator equals 1. Note: The column only appears when the Advanced Technical Credit parameter is chosen.

Row	Description		
Total	Number of students who completed courses that were eligible to receive dual credit or ATC		



Dual Credit Report PDM3-120-008

Report Example

Texas Education Agency PDM3-120-008 TSDS PEIMS STUDENTS WITH DUAL CREDIT COURSES AND COLLEGE CREDIT HOURS Saturday 06/22/2024 4:20 PM Page 1 of 27

Campuses: 001 2023 - 2024 Summer Collection, First Submission

v24.3.2
*** CONFIDENTIAL ***

LEA: 701603 - SEDS Learning ISD

Campus: 701603001 - Learning H S

Student Name	Unique ID	Local ID	Student ID	Grade Level	Service ID	Course Description	Class ID	Course Sequence	Non Campus Instruction	Course Finish	Pass/Fail Credit	College Credit Hours
BASORE, SIDNEY A	1121335373	826485	XXXXX0578	12	03220400	ENG 4	24001ENG4DC05	D0	01	1	01	3
					03220400	ENG 4	24001ENG4DZ00	D0	01	1	01	3
					03310300	ECO-FE	24001ECONDC00	D0	01	1	01	3
					03330100	GOVT	24001DCGOVZ06	D0	01	1	01	3
FAFINSKI, ZACKARY A	1121337643	521859	XXXXX6699	12	03220400	ENG 4	24001ENG4DC05	D0	01	1	01	3
					03220400	ENG 4	24001ENG4DZ00	D0	01	1	01	3
					03310300	ECO-FE	24001ECONDC00	D0	01	1	01	3
					03330100	GOVT	24001DCGOVZ06	D0	01	1	01	3

Explanation of Report Fields

This report lists students who take dual-credit courses or earn college credit hours.

Availability: ESC, LEA, and Campus

·	
Column	Description
Student Name	Name of student
Unique ID	Number that identifies the student in the Texas Student Data System (TSDS) Unique-ID system
Local ID/Student ID	Optional district-assigned identification number for the student and the student's Social Security Number or state-approved alternative identification number The default is to show only the last four digits of the number.
Grade Level	Student grade level (LEA report only)
Service ID	Number that identifies the classroom course of enrollment
Translation	Course description/name and abbreviation
Class ID	District-defined identifier of a course section that is unique for a particular school year, campus, and service ID
Non Campus Instruction	Code that indicates a course was offered for class credit or student achievement but was not taught by an LEA employee or a contracted teacher or was taught by an LEA employee or contracted teacher at a facility other than the campus where the student is enrolled
Course Finish	Indication of whether the student finished the course
Pass/Fail Credit	Outcome for a course taken by a particular student: N/A, Pass, or Fail
College Credit Hours	Number of college hours a student earned for the completion of a dual-credit course



Industry Certification and Associate Degree PDM3-120-010Report Example

| TSDS PEIMS | STUDENT ADVANCED ACADEMIC ROSTER BY GRADE | Saturday 06/22/2024 3.50 PM | PDM3-120-010 | TSD3-120-010 | PDM3-120-010 | PDM3-12

Explanation of Report Fields

PDM3-120-010 Student Advanced Academic Roster by Grade

Report Description

This report lists students according to various demographics and advanced academics program enrollment for the following programs: T-STEM, P-TECH, and Early College High School. The report also provides counts for each grade and program indicator at the campus and LEA level.

Availability: LEA and Campus

Selection Parameters

Use selection parameters to specify the data to be retrieved on your report:

- Campus ID—One or more campus IDs
- Organization level—By LEA or campus
- Display Full or Partial SSN/Alt ID—Option for displaying partial or full student IDs
- Select Indicator Type
 - $\circ\,$ All—Generates the report that includes all of the indicator types listed below
 - $\circ\,$ T-STEM—Students enrolled in a T-STEM Academy
 - o Early College High School—Students enrolled in a Early College High School
 - \circ P-TECH—Students enrolled in a Pathways in Technology (P-TECH) Early College High School program
 - $^{\circ} \ \mathsf{Assoc} \, \mathsf{Degree} \mathsf{Students} \, \mathsf{who} \, \mathsf{have} \, \mathsf{earned} \, \mathsf{an} \, \mathsf{associates} \, \mathsf{degree} \, \mathsf{prior} \, \mathsf{to} \, \mathsf{graduating} \, \mathsf{from} \, \mathsf{high} \, \mathsf{school}$
 - $\circ~$ New Tech—Students enrolled in a New Tech Network campus
 - Post Secondary Certification License—Students with a code indicating the result of an industry-based certification exam that is recognized at the state, national, and/or international level

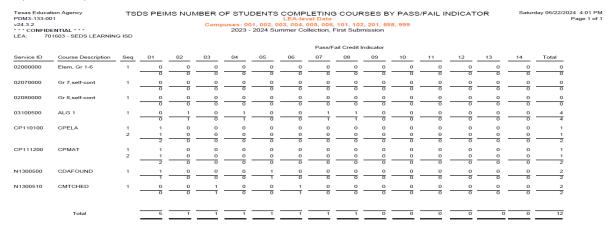
Column	Description
Student Name	The student's last name followed by the generation code suffix, the first name, and the middle name
Unique ID	Number that identifies the student in the TSDS Unique-ID system
Local ID	Optional district-assigned number that identifies the student
Student ID	Social Security Number that identifies the student or state-approved alternative identification number
Sex	Student gender
Eth	Student's ethnicity code from the StudentExtensionComplexType H - Hispanic Latino I - American Indian-Alaska Native A - Asian B - Black African American P - Native Hawaiian Pacific Islander W - White T - Two or More
Date of Birth	Student's date of birth
T-STEM	Indication of whether a student is enrolled in a T-STEM Academy as defined in TAC §102.1093
P-TECH	Indication of whether a student in grades 9-12 is participating in the Pathways in Technology (P-TECH) Early College High School program
New TECH	Indication of whether the student is enrolled in a New Tech Network campus
Early College High School	Indication of whether a student is enrolled in an Early College High School as defined in TAC §102.1091
Assoc Degree	Indication of whether a student has earned an associate degree prior to graduating high school
Post Secondary Certification License	Indicates a nationally or internationally recognized business or industry certification or license earned by a student
Date Certf Earned	Indicates the date the certification was earned by the student

Row	Description	
Student Indicator Totals for Grade	l students for each indicator by grade	
Total Students for Grade	otal number of students for the grade	
Student Indicator Totals for LEA/Campus	Totals for each indicator for LEA/Campus	
Total Students for LEA/Campus	Total number of students for the LEA/Campus	



College Prep Courses PDM3-133-001

Report Example



Explanation of Report Fields

PDM3-133-001 Number of Students Completing Courses by Pass/Fail Indicator

Report Description

This report summarizes the counts and totals of students for all grades by course sequence and pass/fail indicator codes for students who have completed either:

- · High school courses, OR
- Any course in any grade level where instruction is received via the Texas Virtual School Network (TxVSN) Online Schools program, or the TxVSN Statewide Online Course Catalog

Availability: LEA, Campus

Selection Parameters

Use selection parameters to specify the data to be retrieved on your report:

- Report Type—By LEA or campus
- Campus ID—One or more campus IDs

Column	Description	
Service ID	Identifies the classroom course of enrollment	
Course Description	The abbreviation of the course name for the corresponding Service ID	
ldentifies the unique part(s) of a course when a course is taught during a single grading period or se across multiple grading periods or semesters.		
	The Pass/Fail Credit Indicator code represents the outcome of the course for the students.	
	01: course was passed and credit received	
	02: course was failed and no credit was received (first occurrence during school year)	
	03: course was failed and no credit was received (second occurrence during school year)	
	 04: course was passed but credit was not received because of excessive absences (first occurrence during the school year) 	
	 05: course was passed but credit was not received because of excessive absences (second occurrence during the school year) 	
	• 06: course was passed but credit was not received because other parts of the course were not taken	
Pass/Fail Credit Indicator	• 07: course was passed but credit was not received because other parts of the course were taken but not passed	
	 08: course was failed but credit was received because other parts of the course were passed and credit was awarded based on the grades in the other parts 	
	• 09: coursework is incomplete and no credit has been awarded	
	10: course was passed but credit was not received because the course had been previously passed and was repeated for better mastery	
	• 11: course was failed and no credit was received (third occurrence this school year)	
	• 12: course was passed but credit was not received due to excessive absences (third occurrence this school year)	
	• 13: non-high school course passed	
	• 14: non-high school course failed	
Total	Sum of all the Pass/Fail Credit Indicator Code counts for a service ID and course sequence combination	

Row	Description
Total	Grand total of all the Pass/Fail Credit Indicator Code counts



PEIMS Submission Dates (Summer 2024 – Extended Year 2025)

For ease of reference, the upcoming submission dates are listed below. The most current information can also be found online at the links below.

2023-24 Submission Timeline: 2023-2024 PEIMS Submission Timelines

2024-25 Submission Timeline: 2024-2025 Final Submission Timeline 1.pdf (texasstudentdatasystem.org)

PEIMS Submission	Deadline
2023-24 Summer Submission	June 20, 2024
2023-24 Summer Resubmission	July 18, 2024
2023-24 Extended Year Submission	August 29, 2024
2023-24 Extended Year Resubmission	September 19, 2024
2024-25 Fall Submission	December 12, 2024
2024-25 Fall Resubmission	January 16, 2025
2024-25 Mid-Year Submission	January 23, 2025
2024-25 Mid-Year Resubmission	February 13, 2025
2024-25 Summer Submission	June 20, 2025
2024-25 Summer Resubmission	July 17, 2025
2024-25 Extended Year Submission	August 28, 2025
2024-25 Extended Year Resubmission	September 18, 2025