

When is the data due?

Submission 1.

The first deadlines at the Information Technology (I.T) Department for PEIMS submission one are:

November 9 -> Staff Responsibilities reports are due

November 11 -> All data should be correct on the Tyler System in the areas of: Pre-Kinder Military, Pre-Kinder Foster, Ethnicity Codes, Bilingual, ESL, Economical Disadvantaged, Limited English Proficient (LEP), Immigrant, Dropouts and Leavers, At Risk, Gifted and Talented (GT), Graduates, Career and Technology (Secondary Schools only), Special Education, Migrants, Title One, Pregnancy Education Program (PEP), Section 504 & Dyslexia.

Re-Submission 1

The deadline for Re-Submission at the I.T. Department is January 4th for all PEIMS Codes.

This will be the school's last chance to make any corrections to the PEIMS data.

Who makes changes to the data if there are any discrepancies?

Campuses are responsible for making any necessary changes to student data on the Tyler System as part of **submission one**. The I.T. Department will extract all student data on November 12 and begin correcting any PEIMS errors on the PEIMS file.

The I.T. Department will be making any necessary changes to student data on the PEIMS file and the Tyler System during the re-submission process.

Is the I.T. Department going to send us student data reports so we can verify the information?

The I.T. Department will only send campuses reports as part of **submission one** in the areas of: pre-kinder military, pre-kinder foster, staff responsibilities, graduates, and dropouts and leavers. Program Directors and PEIMS Campus Administrators are responsible for generating their own reports on the Tyler System for any other student codes.

The I.T. Department will be sending campuses Edit + reports **only during the re-submission process**. The reports will include all student codes that are included in the PEIMS file. Campuses will submit all Edit + reports with any changes to the I.T. Department by January 4th.

What are exception reports and how can they help me?

The exception reports will help campus staff and program directors by finding any changes on student data that might have occurred from the 2010 - 2011 to the 2011 - 2012 school year. They are part of IRIS and they can be found on the PRC online section.

The exception reports will only include student data codes that changed from one school year to another like economical disadvantaged codes. To illustrate, a student could have been coded during the 2010 - 2011 school year as a "1" which is free and then he/she was coded as a "0" which is not eligible during the 2011 - 2012 school. Campuses and Program Directors will check why the code was changed from a "1" to a "0" and determine if it is a justifiable change.

Do I need to submit exception reports to the I.T. Department?

No, the exception reports are to be used by campus staff and program directors to check for any student code changes from the 2010 – 2011 to the 2011 – 2012 school year.

Do I need to Attend the PEIMS Data Verification Sessions on November 7 and 8?

Attendance is voluntarily, the PEIMS data verification sessions are to allow campus staff to work in verifying their PEIMS data. Program Directors and I.T. Department staff will be at the sessions to answer any questions campus staff might have. Campuses that have finished verifying their PEIMS data can choose not to attend.