

## PEIMS Action Plan

### SUBMISSION 1

ACTION	RESPONSIBLE	SUBMIT TO:
<p><b>October 19, 2011</b></p> <p><b>Data Verification Exception Reports</b></p> <p>The Department of Information Technology has developed data verification exception reports on the IRIS system in order for campus personnel and program directors to verify any changes on student data from the 2010 - 2011 to the 2011 - 2012 school year.</p> <p style="text-align: center;"><i>Program Directors are expected to verify the accuracy of their program student data and to make any necessary changes on the Tyler Student System. In addition, Program Directors and assigned PEIMS Campus Administrators must have all proper documentation required on the TEA PEIMS Handbook.</i></p>	<p>PEIMS Campus Administrator</p> <p>Program Directors</p>	
<p><b>October 24, 2011 and October 25, 2011</b></p> <p><b>Data Verification Exception Reports Training</b></p> <p>The Department of Information Technology will be conducting training on the Data Verification Exception Reports and the PEIMS Action Plan for the 2011 - 2012 school year</p> <p>Campus Staff will have an opportunity to run exception reports on IRIS in order to find any changes on student data that might have occurred from the 2010 - 2011 to the 2011 - 2012 school year</p> <p>For Example: The exception reports will 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 make any necessary changes on the Tyler Student System.</p>	<p>PEIMS Campus Administrator</p>	

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ACTION	RESPONSIBLE	SUBMIT TO:
<p><b>October 28, 2011</b></p> <p>Texas Education Agency (TEA) Student Data Snapshot (As of Date). The data reflects the status of the district as of October 28,2011. This includes: budget, staff, and student data.</p>		
<p><b>October 31, 2011</b></p> <p>The I.T. Department sends schools student data verification reports in the areas of:</p> <p><b>Reports reviewed by Campus Personnel</b></p> <p>Pre-Kinder Military Pre-Kinder Foster Dropouts and Leavers Staff Responsibilities Graduates</p> <p>The I.T. Department will train Program Directors and PEIMS Campus Administrators on how to generate student data reports in the areas of:</p> <p><b>Reports reviewed by Campus Personnel</b></p> <p>Ethnicity Codes Bilingual ESL Economical Disadvantaged Limited English Proficient (LEP) Immigrant</p> <p><b>Reports reviewed by Special Program Department Personnel</b></p> <p>At Risk, 504, Dyslexia Gifted and Talented (GT) Career and Technology (Secondary Schools only) Special Education Migrants Title One Pregnancy Education Program (PEP)</p> <p><b><u>School Principals are responsible for approving any data changes on the reports.</u></b></p>	<p>Information Technology Department</p> <p>PEIMS Campus Administrators</p> <p>Program Directors</p> <p>PEIMS Campus Administrators</p> <p>Program Directors</p> <p>PEIMS Campus Administrators</p>	<p>Campuses</p>

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ACTION	RESPONSIBLE	SUBMIT TO:
<p><b>October 25 to October 28, 2011</b></p> <p>The I.T. Department begins to create the PEIMS file for Submission 1</p>	<p>Information Technology Department</p>	
<p><b>PEIMS Data Verification Sessions</b></p> <p><b>November 7, 2011</b> 8:30 a.m. – 3:30 p.m. Student Activity Center Meeting Room 1</p> <p><b>November 8, 2011 (If Applicable)</b> 8:30 a.m. – 3:30 p.m. Brantley Hall Computer Lab Room Number 6</p>	<p>PEIMS Campus Administrators &amp; Staff</p>	
<p>Staff from the Department of Information Technology, Career and Technology, Gifted and Talented, Bilingual, Admissions and Dropout Recovery, and the Federal Programs Department will be available to answer any PEIMS questions during the 2 days mentioned above. Campus Administrators in charge of PEIMS may go by the Student Activity Center or Brantley Hall at their convenience to review the student data in the PEIMS reports.</p>	<p>Information Technology Department</p>	
<p>It is recommended for campus staff to bring their PEIMS reports to the PEIMS data verification sessions. Staff is expected to verify the student data on the PEIMS reports and make any necessary corrections on the Tyler Student System prior to the PEIMS Fall submission. Campus staff should allocate a minimum of two hours to complete this task.</p>	<p>Program Directors</p>	
<p><b>November 9, 2011</b></p> <p>Campuses submit the staff responsibilities reports with corrections to the Department of I.T. The I.T. Department will make all necessary changes on the district's student system.</p>	<p>PEIMS Campus Administrator</p>	<p>Information Technology Department</p>



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ACTION	RESPONSIBLE	SUBMIT TO:
<p><b>December 1, 2011</b></p> <p>The student data and financial data are due error free at Region One. This constitutes the first PEIMS submission <u>PEIMS I</u>.</p>	Information Technology Department	Region One Service Center
<p><b><u>RESUBMISSION OF PEIMS 1</u></b></p> <p><b>December 7 to December 9, 2011</b></p> <p>The I.T. Department generates reports using Edit+ for all campuses on all special programs such as (Ethnicity, Bilingual, At Risk, ESL, GT, CATE, Special Education, Migrants, Economical Disadvantaged, Title 1, LEP, Immigrant, PK Military, PK Foster, Pregnancy Education Program (PEP), Dropouts, Leavers, and Graduates). The reports are sent to the schools for verification of all student data before data is reported on the re-submission of PEIMS.</p>	Information Technology Department	<b>PEIMS Campus Administrator</b>
<p><b>January 4, 2012</b></p> <p>Campuses need to inform The I.T. Department of any corrections on the Edit+ reports. The reports are returned to the I.T. Department once the School Principal reviews and approves them. <b><u>This will be the school's last chance to make any necessary corrections to the PEIMS student data.</u></b></p>	<b>PEIMS Campus Administrator</b>	Information Technology Department
<p><b>January 4, 2012 to January 6, 2012</b></p> <p>During this week the Director of Admissions, Attendance, and Dropout Recovery has an opportunity to review the dropout and leaver student codes for the last time before they are reported to TEA. <b><u>The student dropout and student leaver code data is due on January 6, 2012.</u></b></p>	Director of Admissions, Attendance, and Dropout Recovery	Region One Service Center
<p><b>January 4, 2012 to January 12, 2012</b></p> <p>The I.T. Department prepares all student data for PEIMS resubmission. The data must be error free. <b><u>There are no data corrections after the re-submission of PEIMS I.</u></b> The data is due error free at Region One on January 12, 2012</p>	Information Technology Department	Region One Service Center