



Fall PEIMS Training

2013-2014



PEIMS Training

Lesson 1: PEIMS, Timelines, and Campus Responsibilities

Lesson 2: PEIMS Processes

Lesson 3: PEIMS Data Overview

Resources



Objectives

Participants will learn about:

- Timelines associated with the Fall, Summer and Extended PEIMS timelines.
- The critical role of campus staff in the HISD PEIMS process.
- District PEIMS process and the critical role of campus staff in addressing data anomalies and errors.
- The four categories of PEIMS data, including the various record layouts.



Lesson 1: PEIMS Timelines and Campus Responsibilities



What is PEIMS?

The Public Education Information Management System (PEIMS) encompasses all data requested and received by TEA about public education, including student demographic and academic performance, personnel, financial, and organizational information.

The PEIMS process includes four submissions:

*Submission 1
(Fall)*

*Submission 2
(Midyear)*

*Submission 3
(Summer)*

*Submission 4
(Extended Year)*



PEIMS Submission 1

PEIMS Submission 1

(Fall)

encompasses
student and staff
information as of
the Snapshot
date
*(prior/current
year data).*

September 27, 2013

- Close of School-Start Window *

October 07, 2013

- EDIT+ ready to process data

October 25, 2013

- SNAPSHOT DATE**

December 5, 2013

- First submission due date for HISD

January 16, 2014

- Resubmission due date for HISD

February 20, 2014

- Data available to customers

* Always the last Friday in September. ** Always the last Friday in October.



PEIMS Submission 2

**PEIMS
Submission 2**
(Midyear)
encompasses
budget data.

Campuses are not directly involved in this process.



PEIMS Submission 3

PEIMS Submission 3

(Summer) includes attendance data, discipline data, classroom link data. Submission 3 is due to TEA during the summer months, but the file contains data for the entire school year.

April 07, 2014

- EDIT+ ready to process data

June 26, 2014

- First submission due date for HISD

July 24, 2014

- Resubmission due date for HISD

September 18, 2014

- Data available to customers



PEIMS Submission 4

PEIMS Submission 4

(Extended Year)
includes summer
school data and is
due to TEA at the
beginning of next
school year.

April 07, 2014

- EDIT+ ready to process data

September 4, 2014

- First submission due date for Districts

September 25, 2014

- Resubmission due date for Districts

October 24, 2014

- Data available to customers



PEIMS Coordinator

Responsibilities:

- Coordinate all activities relating to PEIMS, including collaborating with other campus personnel
- Run edits, reports, and verification checks on data
- Keep principal informed
- Receive PEIMS related information and disseminate to appropriate staff
- Verify all campus data and submit corrections to Student Information Representative (SIR)/Chancery clerk
- Complete training offered by Federal & State Compliance
- Provide training and support to appropriate campus personnel
- Compile, maintain, and file all physical data in appropriate folders, computerized reports, records, and other documents required



SIR/Data Clerk

Responsibilities:

- Enter data as directed by campus administrators
- Run edits, reports, and verification checks on data
- Keep principal and PEIMS Coordinator informed
- Print edits and reports from Chancery
- Deliver reports to campus PEIMS coordinator
- Complete training offered by Federal & State Compliance
- Assist in dissemination of PEIMS related information
- Compile and maintain all physical and computerized reports, records, and other documents as directed by the principal or PEIMS Coordinator



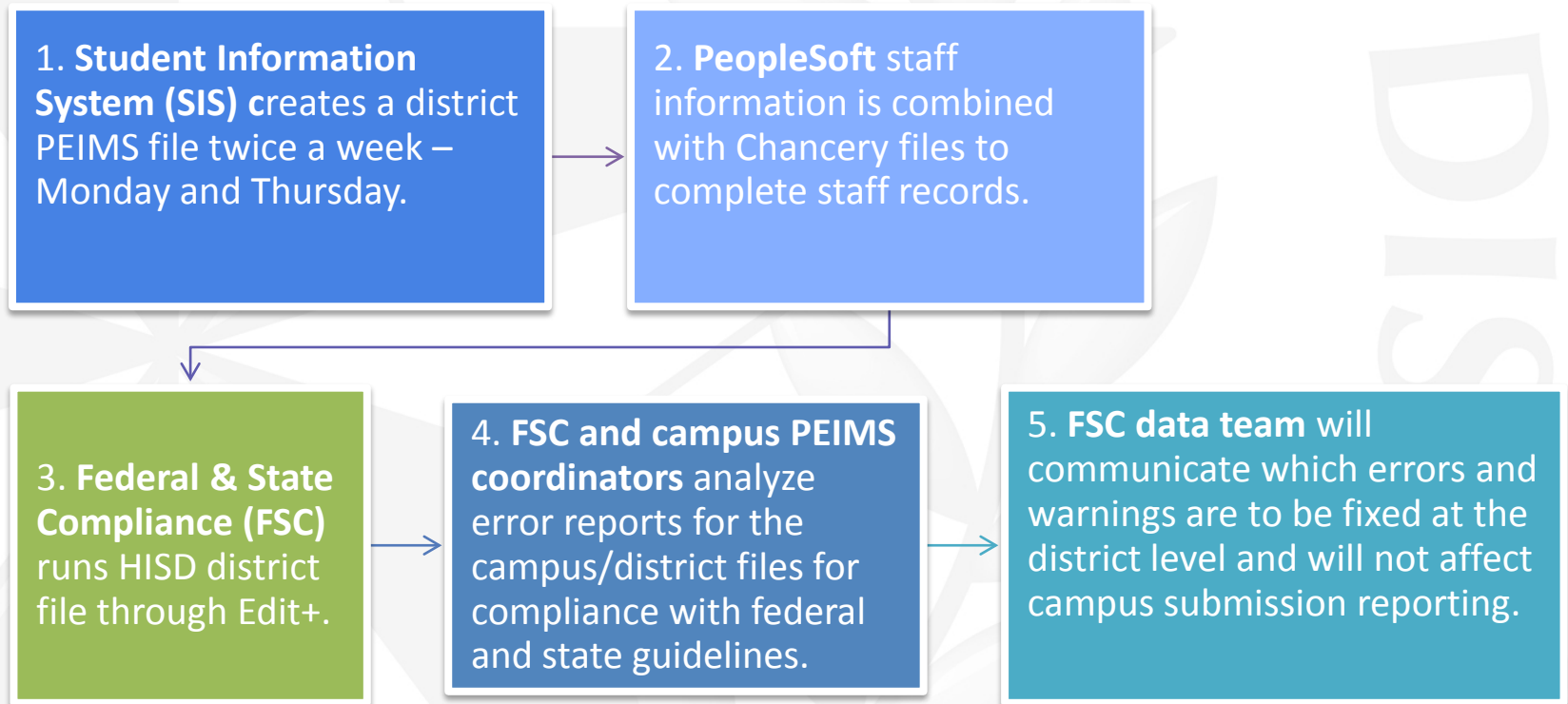
Lesson 2:

The PEIMS Process



District PEIMS Process

The District PEIMS Process is multi-layered:



SAP Information is used for Fall and Mid-Year PEIMS



Campus PEIMS Process

Campus personnel must:

1. Enter data and corrections into Chancery within required timelines.

2. Run Chancery reports:

- TX PEIMS Fall Submission
- TX PEIMS Submission 3 Edit
- TX 425 Record Edit

3. Understand the Edit+ Files Error Reports received from FSC:

- **Fatal Errors** - Student data will not go to PEIMS until fatal errors are corrected.
- **Special Warnings** - The editor indicates that data conditions warrant research and justification. In all probabilities, this is an error; however, some special warnings cannot be corrected (such as a 5-year-old in first grade).
- **Warnings** - Data conditions warrant research and justification, this may not be an error.



Campus PEIMS Process

Additionally, campus staff must correct errors and warnings:

4. Review the appropriate Chancery screen for possible incorrect data entries.

5. Verify with the campus PEIMS contact that the data is correct and consistent with documentation (*see PEIMS Contact List*).

6. Call the appropriate FSC Data Analyst or Representative at 713-556-6753 for assistance.



Lesson 3:

PEIMS Data Overview



PEIMS DATA Overview

The PEIMS database is composed of four categories of data containing information about:

Organization

District
Finance

Staff

Student



I. Organization Data

The following organization information is rolled over by the Chancery SMS and does not require campus involvement.

- **(010) District** - the county-district number and the district name.
- **(011) Shared Services Arrangements** - the county-district number, the shared services arrangement type, and the county-district number of the fiscal agent. The district currently does not have any Shared Service Arrangements.
- **(020) Campus Identification** - the county-district-campus number and the campus name.



II. District Finance Data

The following information involves the finance department and does not include campus involvement for the PEIMS submission.

- **(030) Budget** - the current district budget information with amounts related to Financial Accountability System Resource Guide account codes as specified for fund, function, object, organization, year, and program intent. Object codes are summarized to the two digit level for expenditures and other uses.



III. Staff Data - PeopleSoft

- These records are rolled over from the People Soft data. Campus involvement is limited.
- **(040) Identification** - This information is Social Security number and staff name and is requested for all staff. All staff is defined throughout this publication as all personnel employed by the district, including professional, paraprofessional, and auxiliary employees.
- **(043) Demographic** - This information is the sex, ethnicity & race, date of birth, and total years of professional experience, and is requested for all staff. The highest degree level held is requested for professional staff only.
- **(045) ID Number Change** - The 045 record has been deleted. Has been replaced with the TSDS Unique ID System.
- **(050) Employment** - This includes information related to a person's contract, performance, payroll accounting, and supplements.
- **(060) STAFF DATA - EMPLOYMENT PAYROLL ACCOUNTING** - Payroll accounting information must be reported for all personnel employed by the district. This information associates a dollar amount (PAYROLL-AMOUNT) with a code (PAYROLL-ACTIVITY-CODE) specifying the activity for which the dollar amount is received.
- **(090) Responsibilities** - identifies the type of work an employee performs, whether inside or outside the classroom.



IV. Student Data

- **(100) Identification** - This information is Social Security number or state-approved alternative student ID and student name. It is requested for all students.
- **(101) Demographic** - This information is the sex, ethnicity & race, and date of birth.
- **(102) Demographic** - This information contains the TX Unique Student ID number, Early Reading Indicator, Foster Care (New), Military Connected Student (New).
- **(105) ID Number Change** - Deleted same as the 045 record.
- **(110) Enrollment** - This information includes the campus, grade, eligibility, LEP status, special program participation, at-risk status, **Dyslexia Indicator (New)** and economic status data for each student.
- **(163, 169, 170) Special Program** - the information specific to each of the special programs (special education; career and technical education).
- **(203) Leaver** - the information about prior year students who have not enrolled in the current year.



090 – Staff Responsibility - Chancery

Only those teachers and teacher aides that are directly involved in classroom instruction are to have a staff responsibility record(s).

- Records are generated from the student schedules.
- Included are both courses and non-teaching responsibilities. Responsibilities such as lunch monitoring duty or playground supervision are not included and, therefore, **are not reported**.
- Staff responsibilities that occur before or after the normal school day for events where students do not receive credit are not reported (this includes but is not limited to sports practice, band practice, UIL clubs and other practices).
- The AEIS Teacher FTE by program is calculated using the **POPULATION-SERVED-CODE**.
- The correct value of **POPULATION-SERVED-CODE** is determined by the population for which the service was designed, not by the student population that receives a service. If two or more populations are being served, only one record should be reported, using the population for which the service was designed.
- The total monthly minutes are reported for each class. The monthly minutes are computed for the 4 weeks in October that includes the “last Friday in October”.
- Please refer to the Role-ID vs. Service-ID Matrix for proper coding.



090 – Staff Responsibility - Chancery

Run the following reports from Chancery and make corrections as necessary to clear any potential PEIMS errors:

- ***H_Classes Missing Teachers***
- ***H_Classes with Invalid Teachers***
- ***H_Classes with Placeholders.***
 - Please note you should not be using placeholders or the Doe Test 3, which will cause fatal errors in Summer Submission.
 - Please make sure you only use the placeholder and the Doe Test 3 as a temporary placement. These should be converted to a Teacher of Record or to the Campus Principal by January 2014.



100 – Student Identification

- Enter student's legal name (First, Middle, Last and Generation Code) as it appears on the birth certificate
- Report students that are being served (enrolled) or
- Students enrolled in the previous school year that have failed to enroll this year (leavers)
- Crisis code is included on this record
- ADA Eligibility Code
- Homeless – Unaccompanied Youth



100 – Student Identification

- Student identification data from the birth certificate or other TEA – approved birth document is entered on the **Overview tab** of the **Demographics** page.
- This information should also match what is in PID if the student is coming from another HISD/Texas public school.
- If you find an error, send in supporting documentation to the FSC Sr. SIR who handles PID/PET to have the change made in TEA.

School Specific *^Overview ^Personal Info Address/Phone Medical Info Federal Info

Student Summary

No thumbnail photo is available.

Student number: 123456

Social Security #: XXXXX3321

*Last name: Elmer

First name: Fudd

Middle name:

Generation: ▼

Preferred name:

Gender: Female ▼

^Birthdate: 4/29/1995 mm/dd/yyyy

Current age: 18

Home school (Active): Madison High School ▼

Home school grade level (Active): 11 ▼

Zoned school (Active): Madison High School

Special Services



100 – Student Identification

At-risk and homeless data are entered on the ***At-Risk*** page. Run the ***H_Audit Homeless*** report in Chancery to verify the accuracy of your campus data.

At Risk Coding

Selected: 0 Total: 4

<input type="checkbox"/> Start Date	Reason	End Date	Comments	Source ID	Source ID
<input type="checkbox"/> 7/23/2010	02 Lack of Progress in Foundation Curriculum	8/1/2011	PROCEDURE: Unsatisfactory in foundation classes	5016	
<input type="checkbox"/> 8/23/2010	12 Homeless	6/3/2011	fax-Lisa Jackson		
<input type="checkbox"/> 8/11/2010	04 Unsatisfactory Assessment Test	8/10/2012	PROC: TEC Assess Instr MATH did not meet 110%	-4	-4
<input type="checkbox"/> 8/11/2010	04 Unsatisfactory Assessment Test	8/10/2012	PROC: TEC Assess Instr SCI did not meet 110%	-4	-4

At Risk Services

Selected: 0 Total: 1

<input type="checkbox"/> Start Date	Service/Program	Provider	End Date	Comments
<input type="checkbox"/> 8/23/2011	Tutorials	Teacher	6/1/2012	

Homeless Data

To enter services provided for the homeless student, click a link in the grid below.

Homeless status

Selected: 0 Total: 1

<input type="checkbox"/> Start date	Homelessness cause	Comment	End date
<input type="checkbox"/> 9/20/2010	N/A	(Copied from McKinney-Vento 10/15/2012)	6/4/2011

Primary nighttime residen



101 – Student Demographic

- **UNSCHOOLED-ASYLEE/REFUGEE-CODE** – Two definitions of asylee/refugee are used by TEA.
 - The Student Assessment Division's definition applies for purposes of the statewide assessment program.
 - The PEIMS definition is used to identify exclusions in the calculation of dropout and completion rates. Asylee/refugee status for PEIMS applies only to students whose initial enrollment was in a school in the United States in grades 7 through 12 as an unschooled asylee or refugee. It does not apply to students whose initial enrollment in a school in the United States was in a grade lower than grade 7 as an unschooled asylee or refugee.
- **STUDENT-ATTRIBUTION-CODE** - indicates the student's current status in the district on the Submission1 as-of dates and the Submission 3 as-of dates
- **AS OF STATUS CODE** - required in Submissions 1 and 3.
 - AS-OF-STATUS-CODEs A through G are used in Submission 1 and only in Submission 1 and indicate student enrollment status within the school-start window and on the PEIMS fall as-of date in the current year.
 - AS-OF-STATUS-CODEs H and I are used in Submission 3 and only in Submission 3 and indicate student enrollment status in the district on the final day of the school year. AS-OF-STATUS-CODE X is used in both Submissions 1 and 3.



101 – Student Demographic

- **CAMPUS ID OF RESIDENCE** – is the unique campus ID number corresponding to the student's attendance area or zone in the district in which he or she resides.
 - This includes legally transferred students (**out of district**), Public Education Grant (**PEG**) students, students enrolled in open enrollment charter schools, students served in a Juvenile Justice Alternative Education Program (**JJAEP**), students who live outside the boundaries of the state of Texas, and students that do not regularly reside in the district but are court ordered to a Texas Juvenile Justice Commission (**TJPC**) facility, a Texas Youth Commission (TYC) facility, or a **residential treatment center facility**.
 - The county-district-campus number of the campus in which the pupil resides is to be reported for each student who resides outside the district, regardless of where his or her parent or guardian resides.
- **CAMPUS ID OF ENROLLMENT** – where the student is enrolled on Snapshot day
- **CAMPUS ID OF ACCOUNTABILITY** – where a student's attendance and/or leaver accountability data are attributed for campus accountability purposes.
- **CAREER AND TECHNICAL ED INDICATOR CODE:**
 - For **Submission 1**, is reported as a "1", "2", or "3" only for those students enrolled on the snapshot date (AS-OF-STATUS-CODEs "B", "D", or "F").
 - For **Submission 3**, is reported based on the end of year status for the student.
- **LAST-DATE-OF-ENROLLMENT** - is the student's final day of enrollment in the regular school year.



101 – Student Demographic

Enrollment status information is entered on the **Enrollment** page. Run the **H_Entry Date** and the **H_Withdrawn Students Reason** reports in Chancery to verify the accuracy of your campus data.

Home School: Worthing High School

Status Codes for:

Select	Date mm/dd/yyyy	Status Code	School
	08/16/2005	Enrolled	Valley West Elementary School
	05/27/2006	Left	Valley West Elementary School
	08/14/2006	Enrolled	Valley West Elementary School
	05/25/2007	Left	Valley West Elementary School
	08/01/2007	Enrolled	Welch Middle School
	08/21/2009	No Show	Welch Middle School
	08/25/2009	Enrolled	Welch Middle School
	08/03/2010	Left	Welch Middle School
	08/24/2010	Enrolled	Madison High School
<input type="radio"/>	03/18/2013	88 WD to othr gr/sch in Dst	Madison High School
	03/19/2013	Enrolled	Worthing High School



101 – Student Demographic *(continued)*

- **ECONOMIC-DISADVANTAGE-CODE** (Populated by HISD Food Services)
- **GRADE LEVEL CODE**
- **MIGRANT-INDICATOR-CODE**
- **DATE-OF-BIRTH**
- **SEX-CODE**
- **HISPANIC-LATINO-CODE**
- **AMERICAN-INDIAN-ALSKAN-NATIVE-CODE**
- **ASIAN-CODE**
- **BLACK-AFRICAN-AMERICAN-CODE**
- **NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE**
- **WHITE-CODE**



101 – Student Demographic

Ethnicity and race data are entered on the **Federal Info** tab of the **Demographics** page. Both fields must be populated to prevent a PEIMS fatal error.

Run the **PEIMS Edit 3** report in Chancery to identify missing data.

School Specific *^Overview ^Personal Info Address/Phone Medical Info **Federal Info**

Federal Race & Ethnicity Information

Federal ethnic category: **Hispanic or Latino**

Federal race categories:

Available categories:		Selected categories:	Total: 1
N/A		American Indian and Alaska Native	
Asian			
Black or African American			
Native Hawaiian and Other Pacific Islander			
White			

Migrant & Immigrant Information



102 – Student Demographic

- TX Unique Student ID
- Early Reading Indicator
- Foster Care
- Military Connected Student



102 – Student Demographic (*Foster Care*)

Data for students in foster care is entered on the ***Foster Care*** page under ***Special Populations***.

Student Information

Student Number: 1266087

Grade Level (Active): 9

Home School: All-Girls School

Generation:

Birth Date: 12/26/1998 m/d/yyyy

Gender: F

Federal Ethnicity Category: Not Latino/Hispanic

Federal Races: Selected: Total: 1

Black or African American

Social Security #: 644642912

TX Foster Care

Selected: 0

Add Rows

Total: 1

Start Date	Foster Care Indicator	End Date	Comments
<input type="checkbox"/>	N/A		



102 – Student Demographic (*Military Connected Student*)

The Early Reading Indicator and Military Connected student data is entered on the **Overview** tab of the **Demographics** page.

TX Early Reading

Selected:0 Add Rows Total:1

<input type="checkbox"/> Early Reading Indicator	Effective Date	Comment
<input type="checkbox"/> N/A		

TX Military

Selected:0 Add Rows Total:1

<input type="checkbox"/> Start Date	End Date	Comments	Military Connected
<input type="checkbox"/>			N/A



110 – Enrollment

- **CAMPUS-ID-OF-ENROLLMENT** indicates the unique campus identification number of the campus in which the student is enrolled.
- **GRADE-LEVEL-CODE** indicates the current grade level of the student.
- **IMMIGRANT INDICATOR CODE** indicates whether the student is an identified immigrant under the definition found under Title III of the No Child Left Behind Act of 2001 (NCLB), where the term ‘immigrant children and youth’ is defined as, “individuals who are aged 3 through 21; were not born in any state; and have not been attending one or more schools in any one or more states for more than 3 full academic years. The term ‘State’ means each of the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico.
- **SPECIAL ED INDICATOR CODE** indicates whether the student is participating in a special education instructional and related services program or a general education program using special education support services, supplementary aids, or other special arrangements.
- **GIFTED TALENTED INDICATOR CODE** indicates whether the student is participating in a state-approved gifted and talented program.



110 – Enrollment (*Multilingual*)

- **BILINGUAL-PROGRAM-TYPE-CODE** indicates whether the student is participating in a state-approved bilingual education program which is a full-time program of dual-language instruction through the TEKS in the content areas (mathematics, science, health and social studies) in the primary language of limited English proficient (LEP) students and also for carefully structured and sequenced mastery of English cognitive academic language development.
- **ESL-PROGRAM-TYPE-CODE** indicates whether the student is participating in a state-approved English as a Second Language (ESL) program.
 - An ESL program in grades PK – 8 is a program of intensive instruction in English from teachers either certified or endorsed in ESL who use second language acquisition information to teach LEP students the ESL TEKS.
 - An ESL program in grades 9 – 12 is a program of intensive instruction in English from teachers trained in recognizing and dealing with language differences.
- **LEP-INDICATOR-CODE** indicates whether the student has been identified as limited English proficient or English proficient by the Language Proficiency Assessment Committee (LPAC),
- **HOME-LANGUAGE-CODE** indicates the language spoken in the student's home, as determined by the student's home language survey.
- **PARENTAL-PERMISSION-CODE** indicates whether the student's parent or legal guardian has approved placement of the student in the required bilingual or English as a Second Language (ESL) program.



110 – Enrollment (*Multilingual*)

Information from the student's Home Language Survey is entered on the ***Federal Info*** tab of the ***Demographics*** page.

Languages

Home Language:	English	▼
Dominant Language:	N/A	▼
Native Language:	N/A	▼

LEP program placement information is entered on the ***LPAC*** page. Run ***H_LEP Roster*** report in Chancery to verify the accuracy of your campus data.

LPAC Meeting Info

[\[print screen\]](#)

Student ID	123456
*LPAC or Change Date:	<input type="text"/> m/d/yyyy
Campus:	Worthing High School ▼
Grade Level:	11 ▼
Reason for Review:	N/A ▼
LEP Status/ Pgm Placement:	N/A ▼
ESL Level:	N/A ▼
Parent Perm Date:	<input type="text"/> m/d/yyyy
Parent Denial Date:	<input type="text"/> m/d/yyyy
Parent Permission Code:	N/A ▼
If the student is exiting the program, enter the date and reason below:	
Prog Exit Date:	<input type="text"/> m/d/yyyy
Exit Reason:	N/A ▼
Comments:	<input type="text"/>



110 – Enrollment (*PK Information*)

- A student in a three-year-old Prekindergarten program should be shown with a **GRADE-LEVEL-CODE** of PK. Migrant three-and-four-year-olds served in a campus-based program funded wholly or in part by Title I, Part C (Migrant) funds should also be coded PK.
- **PK-FOSTER-CARE-INDICATOR-CODE** - indicates that a prekindergarten eligible student is or ever has been in the conservatorship of the Department of Family and Protective Services following a hearing held as provided by Section 262.201, Family Code.
- **PK-MILITARY-INDICATOR-CODE** indicates whether the student is the child of an active duty member of the armed forces of the United States, including the state military forces or a reserved component of the armed forces, who is ordered to active duty by proper authority, or who was injured or killed while serving on active duty. The indicator reports whether or not a prekindergarten student was determined to be eligible for the prekindergarten program due to the military eligibility requirements.
- **Prekindergarten Program Type Code**
 - This code captures the level of participation in the PK program. The **PK-PROGRAM-TYPE-CODE** is required for all PK students reported in Submission 1. See PEIMS Code Table C185. From this information and other PEIMS data elements, TEA can compute the data needed to meet legislative reporting requirements.
- **Primary and Secondary PK Funding Source Codes**
 - The Primary and Secondary PK Funding Source Codes are only reported for PK students who are Enrolled, Not in membership (ADA Eligibility Code 0), PK students who are funded for half-day but attend full-day, and PK students who are ineligible for state funding. These students will at least have a Primary PK Funding Source Code and may have a Secondary PK Funding Source Code reported. See PEIMS Code Table C186.



110 – Enrollment (*PK Coding Chart*)

ADA Eligibility Code	ADA Eligibility Code Description	PK Program Type Code	Primary PK Funding Source Reported?	Secondary PK Funding Source reported?
0	Enrolled Not in Membership	00	Yes	Yes, if student is funded from additional source.
1	Eligible Full Day	03	No	No
2	Eligible Half Day	01	No	No
2	Eligible Half Day	02	Yes	Yes, if student is funded from additional sources
3	Eligible Transfer Full Day	03	No	No
4	Ineligible Full Day	05	Yes	Yes, if student is funded from additional sources
5	Ineligible Half Day	04	Yes	No
6	Eligible Transfer Half Day	01	No	No
6	Eligible Transfer Half Day	02	Yes	Yes, if student is funded from additional sources
7	Eligible for Flexible Attendance	01	No	No
7	Eligible for Flexible Attendance	02	Yes	Yes, if student is funded from additional sources
8	Ineligible for Flexible Attendance	04	Yes	Yes, if student is funded from additional sources



110 – Enrollment (*PK Information*)

Pre-K enrollment information is entered on the **Overview** tab of the **Demographics** page. Run the **H_PK Audit Eligibility** report in Chancery to verify the accuracy of your campus data.

School Specific *^Overview ^Personal Info Address/Phone Medical Info Federal Info

PK Indicators

☐ PK Military Indicator

☐ PK Foster Care Indicator

TX PK Std Prg Override

Selected: 0

<input type="checkbox"/> Start Date	End Date	PK Program Type Ovr	Primary PK Fund Source	Secondary PK Fund Source
<input type="checkbox"/>		N/A	N/A	N/A

TX Demographic Revision Changes

If the Demographics Revision tracking process is enabled in District Setup, demographic changes to key fields since the last state acceptance submission are automatically flagged. To override the system generated value, select or deselect the checkbox.

If the checkbox is selected, a demographic revision change will be sent on the PEIMS 101 Record.

☐ Demo change flag

If a value is entered in the Prior ID field, a PEIMS 105 Record will be generated.

Prior state ID:

PEIMS Reporting

☐ Grade 7 Repeater

TX Early Reading

Selected: 0

<input type="checkbox"/> Early Reading Indicator	Effective Date	Comment
<input type="checkbox"/> N/A		



110 – Enrollment (*ADA Code*)

All students enrolled in HISD must have a PEIMS ADA code on the [**ADA Eligibility**](#) page in Chancery.

0 – Enrolled and Not in Membership

- Use for students who are only receiving services and not getting at least 120 minutes or 2 hours of instruction per day.

1 – Eligible Full Day ADA

- Use for students who are receiving 240 minutes or 4 hours of instruction each school day.

2 – Eligible Half-Day ADA (120 minutes or 2 hours) / 5 – Ineligible Half Day ADA

- PK students are coded as either 2 – Eligible Half Day ADA or 5 – Ineligible Half Day ADA – even if they are in attendance a full day.

3 – Eligible Full Day Transfers (Out of District) / 6 – Eligible Half Day ADA each school day

4 – Ineligible Full Day ADA

- There should be very few, if any – research these very carefully.

7 – Optional Flexible School Day Program

- Only used for students enrolled in the Optional Flexible School Day Program (OFSDP).



110 – Enrollment

ADA coding information is entered on the **ADA Eligibility** page. All students enrolled on your campus must have ADA coding in Chancery.

- Research the ADA coding for **all students** before enrolling them on your campus.

Run the **TX Membership Reconciliation** report to verify the accuracy of ADA coding. Additionally, the **PEIMS Edit 3** report will identify students with missing ADA codes.

Student Information

Student ID: 123456

Grade Level: 11

Gender: F

DOB: 8/4/1995m/d/yyyy

Ethnicity: 3 Black/Not Hispanic

Home Language: English

Home School: Worthing High School

ADA Eligibility Coding

ADA Eligibility Coding

Selected: 0

Total: 2

<input type="checkbox"/> Effective Date	ADA Eligibility Code	Comments
<input type="checkbox"/> 3/19/2013	1-Eligible Full Day	
<input type="checkbox"/> 8/16/2005	1-Eligible Full Day	



110 – Enrollment (*At-Risk Indicator Code*)

- 13 Official PEIMS Criteria for coding a student At-Risk (please see At-Risk section of the Data Quality Manual)
- The SIS department populates most of the criteria on the At-Risk panel based on information that is available in Chancery. Please see the online memo on the HISD portal in the beginning of September for in-depth instructions.
- Schools **MUST** verify the accuracy of this data and ensure that they have proper documentation of the at-risk status prior to the final PEIMS submission.

At-Risk Indicators Requiring Campus Input:

- Currently on parole, probation, deferred prosecution, or other conditional release;
- In the custody or care of the Department of Family and Protective Services (DFPS) or has during the current school year, been referred to the department by a school official, officer of the juvenile court, or law enforcement official;
- Is homeless, as defined NCLB, Title X, Part C, Section 725(2), the term “homeless children and youths”, and its subsequent amendments (ALL panels relating to Homelessness must have information entered on them from the Student Assistance Questionnaire which should be completed by the parent, guardian, staff member or community member); and,
- **VERY IMPORTANT:** Students who are new to Houston ISD will need to have their data coded by a campus staff member for any of the 13 State Criteria once the student records are received. Since they are new to the district, HISD will not have any historical data to populate the panels for them.



110 – Enrollment (*At-Risk Indicator Code*)

At-risk information is entered on the **At-Risk** page. Run the **H_At-Risk Roster** report in Chancery to verify the accuracy of your campus data.

At Risk Coding

Selected: 0

Total

<input type="checkbox"/> Start Date	Reason	End Date	Comments	Source ID	Source ID
<input type="checkbox"/> 7/23/2010	02 Lack of Progress in Foundation Curriculum	8/1/2011	PROCEDURE: Unsatisfactory in foundation classes	5016	
<input type="checkbox"/> 8/23/2010	12 Homeless	6/3/2011	fax-Lisa Jackson		
<input type="checkbox"/> 8/11/2010	04 Unsatisfactory Assessment Test	8/10/2012	PROC: TEC Assess Instr MATH did not meet 110%	-4	-4
<input type="checkbox"/> 8/11/2010	04 Unsatisfactory Assessment Test	8/10/2012	PROC: TEC Assess Instr SCI did not meet 110%	-4	-4

At Risk Services



110 – Enrollment (*Title I Indicator*)

- For school-wide Title I schools, 100% of the students enrolled on the campus should be coded as Title I students (code 6).
- In non-Title I schools, only homeless students who received Title I services may be coded as “homeless”.
- **NOTE:** A homeless student **NOT** receiving services through Title I funding should **NOT** be coded as Title I homeless.



110 – Enrollment (*Dyslexia Indicator*)

Data for students with Dyslexia is entered on the ***Dyslexia*** page under ***Special Populations***.

Dyslexia Program Information

☐ Tchr Interventions Doc'd

Referral Meeting Date:

Parent Consent Date:

Report Date:

Initial Comm Meeting Date:

Transfer Date:

Dyslexia Program Status

Selected: 0

☐ Effective Date Dyslexia Program Code Current Program Status Exit Reason

No records match the search criteria.

Dyslexia Student Monitoring

Dyslexia Monitoring Info

Selected: 0

☐ Review Date Person Responsible Monitoring Type Frequency Result

No records match the search criteria.



163 – Special Education

SPECIAL-ED-INDICATOR-CODE

- **Special ED Indicator Code** indicates whether the student is participating in a special education instructional and related services program or a general education program using special education support services, supplementary aids, or other special arrangements.

Special Education Fields

- Special Education fields are now view only in Chancery,
- Special Education fields are now changeable only through EasyIEP.

For more detailed information on Special Education students, please contact:

- Office of Special Education
 - 4400 West 18th Street, Level 2SE,
 - Houston, TX 77092-8501
 - 713-556-7025



169 – CTE Program & 170 – CTE Course

- A **169 record** must be reported for each student enrolled in a state-approved career and technical course or a tech prep program. This does not include adults enrolled in vocational education courses.
- A separate **170 record** must be reported for every career and technical course in which a student is enrolled in grades 6-12.
 - If a course taught in your district is described by one of the course numbers and names shown in C022 as appropriate for the 170 record, it should be reported even if no contact hours are allowed.
 - Although some courses may not be eligible for weighted state career and technical funding, all state-approved courses should be reported on the 170 record.



169 – CTE Program

Career and Technical Education (CTE) information is entered on the **CTE Program Coding** page. Run the **H_CTE Class Roster** in Chancery to verify the accuracy of coding for all students enrolled in a CTE class.

Student Information

Student ID: 123456
Grade Level: 11
Gender: F
DOB: 8/4/1995m/d/yyyy
Ethnicity: 3 Black/Not Hispanic
Home Language: English
Home School: Worthing High School
Total CTE Course Hours: 52.000

CTE PEIMS Coding

CTE PEIMS Coding

Selected: 0

<input type="checkbox"/> Effective Date	CTE Participation Code	Single Prt/Pregnant Teen	Day Care CTE Support	Transportation CTE Supp	Comm
<input type="checkbox"/> 8/24/2010	1 Participant Non-Coherent Seq	N/A	No	No	
<input type="checkbox"/> 8/27/2012	1 Participant Non-Coherent Seq	N/A	No	No	



203 – School Leaver Data

- **School Start window – First day of school through last Friday in September**
- For grades 7-12 (previous school year) - refers to last year's campus
- **Review PEIMS Appendix D for proper use of the following leaver codes:**

- **L60** – Home School
- **L66** – Withdrawn by CPS
- **L81** – Private school in Texas
- **L82** – School outside of Texas

- **L83** – Administrative Withdrawal
- **L88** – Court –ordered to a GED program, student has not earned a GED
- **L89** – Incarcerated in state jail or federal penitentiary as an adult

- **L90** – Graduated from another state under provisions of the Interstate Compact on Educational Opportunity for Military Children
- **L98** – Other/ Unknown

- **Be sure to verify the whereabouts of students for whom you have assigned these mover codes:**
 - 88 – Left to enroll in another HISD school
 - 80 – Enrollment in another Texas school



Resources

Federal & State Compliance

- <http://www.houstonisd.org//Domain/8334> or www.houstonisd.org
Data Quality Manual
School Guidelines

SIS/Chancery

- <http://sishelp/>
713-556-8840

Texas Education Agency

- www.tea.state.tx.us
PEIMS Data Standards
TEA Student Attendance Accounting Handbook



Questions?

FSC Data Team Contacts:

– Elementary Schools

- *Cathleen Freeman, Sr. Compliance Analyst, 713-556-6770*
- *Neysa Ewing, Sr. Student Information Rep., 713-556-6766*
- *Martha Salinas, Sr. Student Information Rep., 713-556-6757*
- *Angela Tillmon, Sr. Student Information Rep., 713-556-6762*

– Secondary Schools

- *Pablo Martinez, Sr. Compliance Analyst, 713-556-6760*
- *Rose Fuentes, Sr. Student Information Rep., 713-556-6765*
- *Elizabeth Salazar, Sr. Student Information Rep., 713-556-6772*

– Alternative/Charter Schools

- *Laurie Nichols, Sr. Compliance Analyst, 713-556-6767*