|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DAILY** | Ensure daily attendance audit reports are run by campus or district staff |  |  |  |
|  |  |  |  |  |
| **WEEKLY** | Unique ID Assignment Student & Staff |  |  | Notes |
|  | Send Weekly UID Enrollment Tracking Student File (ET) |  |  |  |
|  | Run any Calculations for Attendance in SIS |  |  |  |
|  | Run Weekly Error Reports |  |  |  |
|  |  |  |  |  |
| **SIX WEEKS** | Confirm Campuses run end Six Weeks Campus Summary Reports, Student Detail Report  |  |  |  |
|  | Run District Campus Summary Report, Signed by Superintendent by the 10th day following the last day of cycle per the SAAH. |  |  |  |
|  | Share Campus Summaries with Special Program Directors |  |  |  |
|  | Discipline personnel need to update discipline incidents with correct Actual Days vs Scheduled Days. Audit attendance reports to ensure the discipline dates match the dates in attendance. |  |  |  |
|  | Run & verify Special Programs information  |  |  |  |
|  | Run the Class Attendance Verification – Signed by teacher signature |  |  |  |
|  | Run the Detail Attendance by Course – Verified  |  |  |  |
|  | Remember to rerun attendance reports if changes were made in your SIS. |  |  |  |
|  |  |  |  |  |
| **MONTH** | **TASK** | **DATE** | **COMPLETED** | **CONTACT** |
| **AUGUST** | Develop Training Calendar for the year* TREx
* PEIMS Overview
* Discipline
* Emergent Bilingual/ESL
* Staff Responsibilities
 |  |  |  |
| **VERY IMPORTANT** | Complete first day attendance. Generate audit reports for signature and file in audit box. |  |  |  |
|  | Review changes in Student Attendance Accounting Handbook and send different sections to the program directors  |  |  |  |
|  | Update Leavers, Discipline, TREx, Attendance, PEIMS handbook |  |  |  |
|  | Look out for the TEA admission/enrollment letter and make sure we are in compliant |  |  |  |
|  | Request LPAC Calendar |  |  |  |
| MONTH | TASK | DATE | COMPLETED | NOTES |
| *AUGUST continued* | Check if Discipline Referrals need to be updated based on new Discipline Rules/Codes |  |  |  |
|  | Update Discipline Reasons and Actions Codes based on new Discipline Rules/Codes in handbooks and in SIS |  |  |  |
|  | Review local Attendance Codes with Administration |  |  |  |
|  | Confirm SIS is updated with course table service ids per the TWEDS |  |  |  |
| **VERY IMPORTANT** | Attendance Reconciliation by campus – Complete prior to the end of cycle one |  |  |  |
|  | Provide Counselors with the Graduation Type Codes listing for proper identification |  |  |  |
|  | Run preliminary Graduation Counts with High Schools to confirm accuracy |  |  |  |
| **VERY IMPORTANT** | Ensure your district has an up-to-date District Procedure Manual – Best practice would be to have approved by your school board. |  |  |  |
|  | Ask to present PEIMS Updates at Administrators meeting with Principals/Assistant Principals, and with any other Special Programs Staff Meeting |  |  |  |
|  | Review staff roles access list to see if you need to remove personnel that left or add new personnel.* TEAL Applications: TREx and TSDS
* Student Information Software
 |  |  |  |
|  | Review State IDs Assignment Log by Campus to make sure no one is running out of State IDs. A TIMS ticket is required to request additional numbers. |  |  |  |
|  | Update email distribution list for the new school year from PEIMS Clerks to Campus Administrators  |  |  |  |
|  | Request all School Calendars: regular, head start, JJAEP, Alternative Campuses and confirm calendar setup is correct in SIS |  |  |  |
|  | Review First Day Procedures with Campuses |  |  |  |
|  | Verify ‘No shows’ in SIS are coded correctly. |  |  |  |
|  | Review campus bell schedules and update SIS |  |  |  |
|  | Review configuration screen in SIS for attendance, registration, scheduling, and grade reporting. |  |  |  |
|  | Review Master Schedule configuration: Service IDs, Sequence, Non-Campus Based Code, CTE, Contact Hours, Credit by Exam, computer courses, Dual Credit courses, PK ECDS elements, KG Homeroom Indicator Code |  |  |  |
|  | Review AskTED District and Campus list is correct |  |  |  |
|  | Give campuses list of continuing JJAEP or DAEP placements from last school year incidents. |  |  |  |
|  | Review Homeless students if any need to be removed or added |  |  |  |
|  | Review SSI indicator with Campuses |  |  |  |
|  | Meet with and share all PEIMS Extended Year Submission reports with respective Campuses/Departments/Superintendent |  |  |  |
|  | Review TSDS PEIMS report counts against local SIS counts |  |  |  |
|  | PEIMS Extended Year Submission due to TEA (In.XML) | 08/29/2024 |  |  |
|  | Send out PEIMS Extended Year Submission Approval Form to campuses and dept heads |  |  |  |
| **MONTH** | **TASK** | **DATE** | **COMPLETED** | **CONTACT** |
| **SEPTEMBER** | Provide Campuses roster of potential Dropouts for recovery |  |  |  |
|  | On the last six weeks run First Six Weeks Reconciliation Process with campuses |  |  |  |
|  | Review At Risk coding with Campuses |  |  |  |
|  | Confirm HR is updating PEIMS elements in their system |  |  |  |
|  | Share Master Schedule list with CTE department for review of Service IDs and Contact Hours |  |  |  |
|  | Begin running reports for verification of PEIMS data. |  |  |  |
|  | **Enrollment Tracking Data Report Due to TEA** | **09/13/24** |  |  |
|  | Start doing preliminary PEIMS extracts and uploads |  |  |  |
|  | Save TSDS PEIMS table downloads for Extended Year Submission |  |  |  |
|  | **PEIMS Extended Year Resubmission due to TEA, if applicable** | **09/19/24** |  |  |
|  | **Close of school-start window – Last Friday in September** | **09/27/24** |  |  |
|  |  |  |  |  |
| **OCTOBER** | Ask HR if there are any contracted employees that need to be reported |  |  |  |
|  | Coordinate with HR and Finance that all changes have been made and determine PEIMS extract date |  |  |  |
|  | Charter Waitlist due for Charter schools only | **10/25/24** |  |  |
|  | **PEIMS Fall snapshot date** | **10/25/24** |  |  |
|  | **TSDS FALL PEIMS ready to complete, approve & accept sub.** | **10/28/24** |  |  |
| **NOVEMBER** | Clear all Fatals and review Special Warning and Warnings for PEIMS Fall Submission |  |  |  |
|  | Meet with and share all PEIMS Fall Submission reports with respective Campuses/Departments |  |  |  |
|  | Review TSDS PEIMS report counts against local SIS counts |  |  |  |
|  | Send out PEIMS Fall Submission Approval Form to campuses and dept heads |  |  |  |
| **DECEMBER** | Run Presumed Underreported report 1 week after Fall sub due date |  |  |  |
|  | Remind Finance Dept about Mid-year due dates |  |  |  |
|  | Update any students that enrolled that were considered dropouts before.  |  |  |  |
|  | **PEIMS FALL first submission due to TEA** | **12/12/24** |  |  |
|  | **TSDS MID-YEAR PEIMS ready to complete, approve & accept sub.** | **12/16/24** |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **MONTH** | **TASK** | **DATE** | **COMPLETED** | **CONTACT** |
| **JANUARY** | If reporting SSA for Mid-Year submission, make sure it’s entered  |  |  |  |
|  | Make sure Mid Term Graduates are entered for all campuses |  |  |  |
|  | Save TSDS PEIMS table downloads for Fall Submission |  |  |  |
|  | Review all campuses are still meeting minimum operational/instructional days – possible waiver needs to be requested by superintendent |  |  |  |
|  | Review if any campuses had an ADA less than 10% than overall ADA from previous year – possible waiver needs to be requested |  |  |  |
|  | Clear all Fatals and review Special Warning and Warnings for PEIMS Fall SubmissionMeet with and Share all PEIMS Fall Submission reports with respective Campuses/Departments |  |  |  |
|  | Clear all Fatals and review Special Warning and Warnings for PEIMS Midyear Submission |  |  |  |
|  | Meet with and Share all PEIMS Midyear Submission reports with respective Campuses/Departments/Superintendent |  |  |  |
|  | Review TSDS PEIMS report counts against local SIS counts |  |  |  |
|  | Send out PEIMS Midyear Submission Approval Form to campuses and dept heads |  |  |  |
|  | **PEIMS FALL resubmission due to TEA** | **1/16/25** |  |  |
|  | **MID-YEAR PEIMS first submission due to TEA** | **1/23/25** |  |  |
|  | **ECDS KG submission due to TEA** | **1/30/25** |  |  |
|  |  |  |  |  |
| **FEBRUARY** | On the last six weeks run fourth six weeks reconciliation process with campuses.  |  |  |  |
|  | Perform internal Audit Leavers/Withdrawals for current year |  |  |  |
|  | Perform internal Audit Discipline records for current year |  |  |  |
|  | Perform internal Audit Attendance current year |  |  |  |
|  | Save TSDS PEIMS table downloads for Midyear Submission |  |  |  |
|  | Remind Campus Staff about safeguarding and keeping Attendance and auditable documents for end of year safekeeping |  |  |  |
|  | **MID-YEAR PEIMS resubmission due to TEA** | **02/13/25** |  |  |
|  | **SPPI-14 submission due to TEA** | **02/14/25** |  |  |
|  | **CLASS ROSTER WINTER snapshot date – Last Friday in February** | **02/28/25** |  |  |
|  | **CLASS ROSTER WINTER ready for users to complete**  | **02/28/25** |  |  |
|  | Prep next year database for master schedule |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **MONTH** | **TASK** | **DATE** | **COMPLETED** | **CONTACT** |
| **MARCH** | Ensure all Discipline referrals have been entered for all campuses. Begin to run error checks on them. |  |  |  |
|  | **CLASS ROSTER WINTER submission due to TEA** | **03/27/25** |  |  |
|  | Work with administrators to prep for next year |  |  |  |
| **MAY** | Review all campuses are still meeting minimum operational/instructional days – possible waiver needs to be requested |  |  |  |
|  | Review if any campuses had an ADA less than 10% than overall ADA from previous year – possible waiver needs to be requested |  |  |  |
|  | Coordinate with other staff on Summer PEIMS reportable data and when its due:-Bil/ESL Summer School-Dual Credit Courses taken in Summer-Special Education Extended-OFSDP Credit Recovery |  |  |  |
|  | Ask about restraints and special ed. Restraints and DFPS reports |  |  |  |
|  | Set a date for last District Extract so any Summer Submission changes can be made in PEIMS Frozen tables |  |  |  |
|  | PRS: Print and review list to ensure these students:1. Do not have Career/Tech contact hours for time homebound. 2. Have exit dates if no longer pregnant/6-week post pregnancy. 3. Homebound documentation/absences verified |  |  |  |
|  | Homebound (SpEd): Print list of students with instructional setting ‘01’. Ensure that these students do not have career/tech contact hours for time homebound. |  |  |  |
|  | Gifted/Talented: print list and give to coordinator to verify |  |  |  |
|  | Curriculum to verify district course info: 1. All dual Credit courses2. All articulated credit courses3. College hours per course offeredUpdate AAR with senior information-FAFSA date-POI date-Speech date-CPR dateGraduation codingIGC ReviewCollege Prep courses |  |  |  |
|  | Early Reading Indicators for K-2 C195Dyslexia Risk Code for grades K-1 C222Dyslexia Services Code students received services during school year C224 |  |  |  |
|  | **TSDS PEIMS SUMMER ready to complete, approve & accept sub.** | **05/19/25** |  |  |
|  | **RF Tracker and SELA ready for users to complete** | **05/19/25** |  |  |
|  | **Child Find ready for users to complete** | **05/19/25** |  |  |
| **JUNE** | Request to retire Unique IDs due at TEA | **07/11/25** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MONTH** | **TASK** | **DATE** | **COMPLETED** | **CONTACT** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Remind Campus Staff about safeguarding and keeping Attendance and auditable documents for end of year safekeeping |  |  |  |
|  | Clear all Fatals and review Special Warning and Warnings for PEIMS Summer Submission |  |  |  |
|  | Meet with and Share all PEIMS Summer Submission reports with respective Campuses/Departments/Superintendent |  |  |  |
|  | Review TSDS PEIMS report counts against local SIS counts |  |  |  |
|  | Send out PEIMS Summer Submission Approval Form to campuses and dept heads |  |  |  |
|  | Safeguard and keep Attendance and auditable documents for end of year safekeeping |  |  |  |
|  | Run Dual Enrollment Report from Summer Submission: verify enroll & w/d |  |  |  |
|  | Child Find ready for users to complete | **05/19/25** |  |  |
|  | **SUMMER PEIMS first submission due to ESC** | **06/13/25** |  |  |
|  | **SUMMER PEIMS first submission due to TEA**  | **06/20/25** |  |  |
|  | **ECDS PK submission due to TEA** | **06/26/25** |  |  |
|  | **SELA – Special Education Language Acquisition submission due** | **06/26/225** |  |  |
| **JULY** | Save TSDS PEIMS table downloads for Summer Submission |  |  |  |
|  | Extended Year Submission-EB/ESL Summer School-Dual Credit and Career Technical Courses taken in Summer-Special Education Extended |  |  |  |
|  | Send Eligibility Guidelines and Eco Dis coding instructions to PEIMS Clerks |  |  |  |
|  | **Update checklist for 25/26** |  |  |  |
|  | **Requests to retire Unique IDs due at TEA for PEIMS Summer Resub** | **07/11/25** |  |  |
|  | **SUMMER PEIMS resubmission due to TEA** | **07/17/25** |  |  |
|  | **RF Tracker submission due to TEA** | **07/17/25** |  |  |
|  | **Child Find submission due to TEA** | **07/31/25** |  |  |
|  | **Extended Year PEIMS Submission Due to TEA** | **08/28/25** |  |  |
|  | **Extended Year PEIMS Resubmission Due to TEA** | **09/18/25** |  |  |