

TSDS New PEIMS Coordinator Training

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September 11, 2024 | 9:00 a.m.

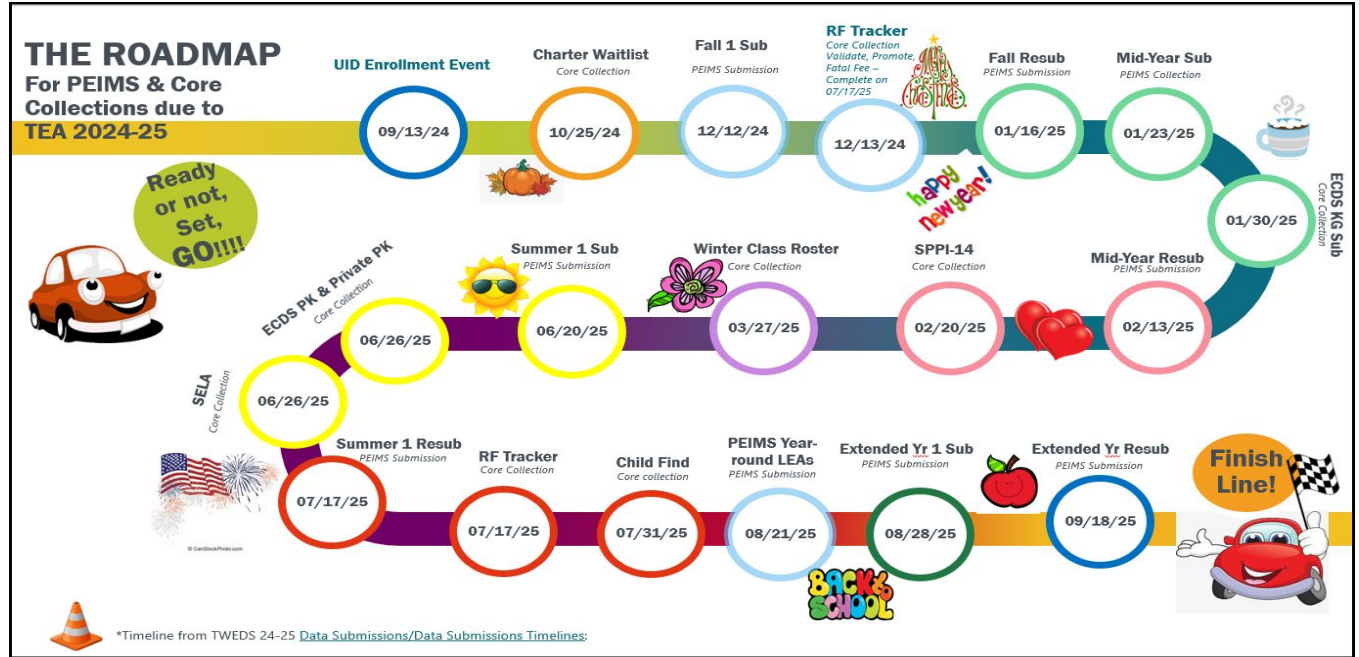
PEIMS Coordinator Checklist

2024-2025 PEIMS Coordinator Checklist Example

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 10 th 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.			

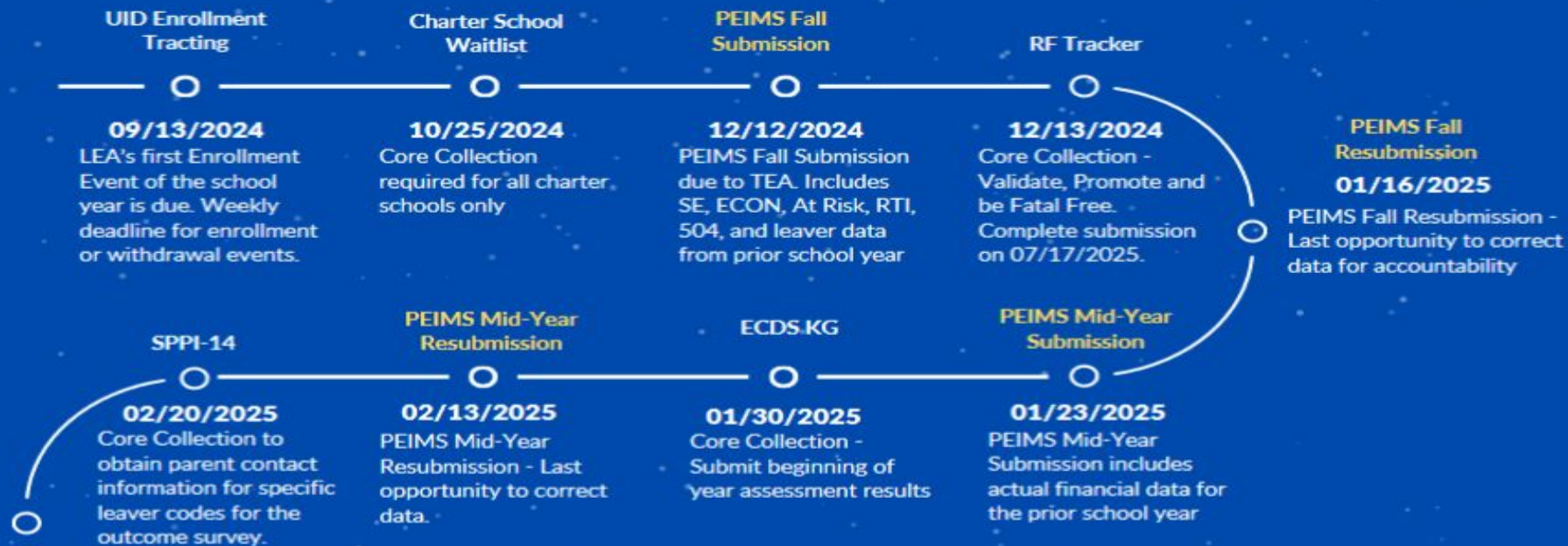
Roadmap of Deadlines

The Roadmap is a list of all TSDS PEIMS and Core submissions and resubmission for the 2024-25 school term. A revised form is published each school year.



PEIMS State and Federal Collections

PEIMS, STATE AND FEDERAL COLLECTIONS 2024-2025



2024-25 Discipline Chart

This chart is used for determining mandatory and discretionary DAEP placement and expulsion. At no time should a PEIMS Coordinator determine the discipline coding, however you may guide your administrator. Understanding the coding chart will help you identify an error.

PEIMS Discipline Data - Chart for Determining Mandatory and Discretionary DAEP Placements and Expulsion							
NOTE: This chart represents the minimum required actions and maximum allowed actions for school districts. It does not apply to open-enrollment charter schools except for code 11 (Brought a Firearms to school or Unlawful carrying of a Handgun), unless an open-enrollment charter school has adopted one of the other mandatory provisions into its student code of conduct.							
*DisciplinaryActionLengthDifferenceReason Descriptor Code '11' Term Modified by District - Disciplinary Alternative Education Program Capacity is applicable							
Behavior Descriptor Table (C165)		Incident Location Descriptor Table (C190)		Discipline Descriptor Table (C164)			
Behavior Descriptor Translation		Incident Descriptor Location		Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
01	Permanent removal by a teacher from class (Teacher has removed the student from classroom and denied the student the right to return. TEC §37.003 has been invoked.) – TEC §37.002(c)	On campus (01)		NO	NO	D	NO
02	Conduct punishable as a felony-TEC §37.006(a)(2)(A)	On campus (01)		M	NO	NO	NO
	TEC §37.006(a)(2)(A)	Off Campus, within 300 ft. (02)		M	NO	NO	NO
	TEC §37.006(a)(2)(A)	School Related/Sponsored Activity Off Campus (03)		M	NO	NO	NO
	TEC §37.006(d)	Off Campus, no school related/sponsored activity (04)		NO	NO	D	NO
	TEC §37.0081	On school property, or at school related/sponsored activity, of another school district (05)		NO	NO	D	NO
05*	Possessed, sold, used, or was under the influence of an alcoholic beverage-TEC §37.006(a)(2)(D) and 37.007(b)(2)(A)	On campus (01)		M	NO	NO	D
	TEC §37.006(a)(2)(D) and 37.007(b)(2)(A)	Off Campus, within 300 ft. (02)		M	NO	NO	D
	TEC §37.006(a)(2)(D) and 37.007(b)(2)(A)	School Related/Sponsored Activity Off Campus (03)		M	NO	NO	D
06*	Abuse of a volatile chemical- TEC §37.006(a)(2)(E) and 37.007(b)(2)(B)	On campus (01)		M	NO	NO	D
	TEC §37.006(a)(2)(E) and 37.007(b)(2)(B)	Off Campus, within 300 ft. (02)		M	NO	NO	D
	TEC §37.006(a)(2)(E) and 37.007(b)(2)(B)	School Related/Sponsored Activity Off Campus (03)		M	NO	NO	D
07	Public lewdness or indecent exposure-TEC §37.006(a)(2)(F)	On campus (01)		M	NO	NO	NO
	TEC §37.006(a)(2)(F)	Off Campus, within 300 ft. (02)		M	NO	NO	NO
	TEC §37.006(a)(2)(F)	School Related/Sponsored Activity Off Campus (03)		M	NO	NO	NO
08	Retaliation against school employee-TEC §37.006(b) and 37.007(d)	On campus (01)		M	NO	NO	D*
	TEC §37.006(b) and 37.007(d)	Off Campus, within 300 ft. (02)		M	NO	NO	D*
	TEC §37.006(b) and 37.007(d)	School Related/Sponsored Activity Off Campus (03)		M	NO	NO	D*
	TEC §37.006(b) and 37.007(d)	Off Campus, no school related/sponsored activity (04)		M	NO	NO	D*

Staff Classification vs. Staff Service

STAFF CLASSIFICATION 2024-25							
STAFF CLASSIFICATION vs. STAFF SERVICE MATRIX							
STAFF CLASSIFICATION			APPROPRIATE STAFF SERVICE (C343)		Pop Served	Actual Object	Actual Function
		Monthly Minutes, Class Identification, Class Type, and Number of Students In Class required					
				Invalid			
087	Teacher		Course Service ID (All EXCEPT INVALID)	SS001000-SS010000, SS012000-SS019000, SAXXXXXX	*	**	11,13
047	Long Term Substitute Teacher		Course Service ID (All EXCEPT INVALID)	SS001000-SS010000, SS012000-SS019000, SAXXXXXX	*	**	11,13
		Business Error	Teachers				
087	Teacher - Content Mastery		SR000010		*	6119	11,13
087	Teacher - Tutorial		SR000005		*	6119	11,13
087	Teacher - Discipline Management		SR000001		*	6119	11,13
		Business Error	EDUCATIONAL AIDES/INTERPRETERS			*Select 01-10 (C030)	
033	Educational Aide (multiple classes)	Fatal	SA000003	All except SA000003	*	6129	11, 12
036	Certified Interpreter	Fatal	SA000004	All except SA000004	*	6129	11
		Professional Support	Business Error	Valid Staff/Service		*Select 01-10 (C030)	
002	Art Therapist	30090-0064	SE000001, SE000005, SE000006		06	6119	11
005	Psychological Associate	30090-0066	SE000001, SS007000 - SS009000		*	6119	31
006	Audiologist	30090-0067	SE000001 - SE000003, SE000006		*	6119	31
007	Corrective Therapist	30090-0068	SE000001		06	6119	11
008	Counselor	30090-0027	SS007000		*	6119	31
011	Educational Diagnostician	30090-0068	SE000001		06	6119	31
013	Librarian	30090-0029	SS002000		*	6119	12
015	Music Therapist	30090-0064	SE000001, SE000005, SE000006		06	6119	11

Staff Classification Matrix- TWEDS Changes

TWEDS 2023-24

Class Role



Service ID



Course ID



TWEDS 2024-25

Staff Classification

Staff Service

Class Identification

Monthly minutes and population served remain the same.

Staff Classification

StaffClassification (E0721) identifies the capacity in which a person serves. Examples counselors, art therapists, and the superintendent.

BeginDate (E3010) is the first day a staff is assigned to the *StaffClassification* descriptor.

EndDate (E3020) is the first day after the last day a staff was assigned to the *StaffClassification* descriptor.

PopulationServed (E0747) identifies the student population for which a service has been designed or is intended. It does not necessarily identify the program eligibility of the students who receive the service.

The correct descriptor 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. If intent cannot be determined, use descriptor 01, regular students.

Staff Classification - Continued

Table Identification	Name	Date Issued	Date Updated
C021	StaffClassification	04/02/1987	09/01/2023
Descriptor	Short Description	Long Description	
047	Substitute Teacher	Substitute Teacher - A person who serves in a classroom in the absence of a teacher certified for that assignment where the teacher has quit, died, or been terminated; or, a person who is permanently hired to substitute on an as-needed basis. (See StaffResponsibilitiesExtension complex type, Data Element Reporting Requirements, Chart A - Coding for Substitute and Absent Regular Staff)	
055	Registrar	Registrar - Serves as school or district registrar	
056	Athletic Trainer	Athletic Trainer - Serves as a trainer in the athletics program	
087	Teacher	Teacher - A professional employee who is required to hold a valid teacher certificate or permit in order to perform some type of instruction to students; (combination of former codes 025 and 029)	

▶ Paraprofessional/Other:		Paraprofessional/Other:
033	Educational Aide	Educational Aide - Performs routine classroom tasks under the general supervision of a certified teacher or teaching team
036	Certified Interpreter	Certified Interpreter - A state or nationally certified interpreter for the deaf who translates/transliterates for students who are deaf or hard of hearing, according to ARD committee recommendations. (Certified interpreters may be either professional or para-professional, depending on district classification)

Staff Classification - Descriptor Table

Table Identification	Name	Date Issued	Date Updated
C021	StaffClassification	04/02/1987	09/01/2023
Descriptor	Short Description	Long Description	
►	Professional:	Professional:	
002	Art Therapist	Art Therapist - Serves as Art Therapist	
003	Assistant Principal	Assistant Principal - Assists the principal of a particular campus in any duties the principal may deem appropriate	
004	Assistant/Associate/Deputy Superintendent	Assistant/Associate/Deputy Superintendent - Assists the superintendent of a particular school district in any duties the superintendent may deem appropriate. Persons assigned to this role usually perform functions associated with more than one campus	
005	Psychological Associate	Psychological Associate - Serves under the Licensed Specialist in School Psychology (LSSP) or psychologist to provide guidance and counseling services to students	
006	Audiologist	Audiologist - The person who provides audiological services to students with hearing impairments	
007	Corrective Therapist	Corrective Therapist - Serves as Corrective Therapist	
008	School Counselor	School Counselor - Provides guidance and counseling services to students	
011	Educational Diagnostician	Educational Diagnostician - Provides educational diagnostic services and individualized education program development	

Actual Object and Actual Function

E031A - Actual Object (Descriptor Table C159A)

Definition

ActualObject identifies an account, a transaction, or a source of funds. It indicates the major account group to which a transaction is posted or the associated monies are related.

E0317A - Actual Function (Descriptor Table C146A)

Definition

ActualFunction identifies a general operational area and groups together related activities.

Special Instructions

If the ActualObject is not 61XX-66XX, the ActualFunction will be changed to 00 at TEA during the data promotion.

Staff Data Elements Monthly Minutes & Class Type

Data Element ID	Data Element Name	Date Issued	Date Updated
E1057	MonthlyMinutes	03/02/2009	03/01/2022

Definition

MonthlyMinutes is the total minutes devoted to a particular service in a standard month. A standard month is the four weeks in October, including the PEIMS Fall snapshot date (last Friday in October).

MonthlyMinutes is reported for only one non-instructional *StaffClassification* 008 (Counselor) and is based upon 9600 minutes a month (8 hours per day x 5 days per week x 4 weeks per month).

Table Identification	Name	Date Issued	Date Updated
C179	ClassType	03/02/2009	

Descriptor	Short Description	Long Description
01	Regular	Regular setting including regular classroom, laboratory, or shop settings.
02	Non-Regular	Classes designed for In-School Suspension, School-Community Guidance Center, Alternative Education School Program for Discipline, Televised Instruction, Non-disciplinary Alternative Education, or Special Education Setting.

Other Staff Data Elements Number of Students

NumberOfStudentsInClass (E0170) indicates the number of students in membership in the class or the number of students served by the staff member.

The number of students served by the staff member reported is based on the particular *StaffService* provided.

Instructional Educational Aides (*StaffClassification* 033) and Certified Interpreters (*StaffClassification* 036) should be reported with *NumberOfStudentsInClass* as 0. The following *StaffClassifications* must be reported with a value in the *NumberOfStudentsInClass* data element:

If more than one classroom staff member is serving a group of students during the same class period, the person who *ClassroomPosition* 01 (Teacher of Record) is reported with all the students for *NumberOfStudentsInClass*. The other staff members are reported with *NumberOfStudentsInClass* as 0.

Other Staff Data Elements Course Identification

Data Element ID	Data Element Name	Date Issued	Date Updated
E3075	CourseIdentificationSystem	01/12/2023	
Definition			
<p>CourseIdentificationSystem is the system that is used to identify the organization of subject matter and related learning experiences provided for the instruction of students.</p>			
Special Instructions			
Table Identification	Length	Data Type	Domain of Values
CourseIdentificationSystem(C350)		Descriptor	
Used in Entities			
Course > CourseIdentificationCode			
Used in Domain			
Teaching and Learning			
Former Data Element Name			
Used in Data Collections/Submissions			
<input checked="" type="checkbox"/> PEIMS Extended Year	<input type="checkbox"/> CF Child Find	<input checked="" type="checkbox"/> ECDS ECDS-KG	<input type="checkbox"/> SELA Special
<input checked="" type="checkbox"/> PEIMS Fall	<input type="checkbox"/> CR Fall	<input checked="" type="checkbox"/> ECDS ECDS-PK	Education Language Acquisition
<input type="checkbox"/> PEIMS Mid-Year	<input checked="" type="checkbox"/> CR Winter	<input type="checkbox"/> NP Not Promoted	<input type="checkbox"/> SPPI-14 SPPI-14
<input checked="" type="checkbox"/> PEIMS Summer	<input type="checkbox"/> CSW Charter School Waitlist	<input type="checkbox"/> RFT Residential Facility Tracker	<input type="checkbox"/> UID Enrollment Event
			UID Enrollment Event

Auxiliary Role Descriptor Table C213

AuxiliaryRoleId identifies the capacity in which a nonexempt auxiliary employee serves. Nonexempt auxiliary staff are recorded with one AuxiliaryRoleId that matches their primary role and responsibilities.

Table Identification	Name		Date Issued	Date Updated
C213	AuxiliaryRoleId		03/01/2017	12/01/2019
Descriptor	Short Description	Long Description		
201	Business/Finance	Business/Finance (Accounting Clerk, Accounts Payable Clerk, Payroll Clerk, Purchasing Clerk)		
202	Campus Office/Clerical	Campus Office/Clerical (Receptionist, Secretary, Certification Specialist, Bookkeeper, Data Clerk, PEIMS Data Clerk, Registrar)		
203	Central Office/Clerical	Central Office/Clerical (Receptionist, Secretary)		
204	Child Nutrition	Child Nutrition		
205	Human Resources	Human Resources (Certification Specialist, Human Resources Specialist)		
206	Information Technology	Information Technology (Computer Technician, District PEIMS Data Coordinator, Help Desk Technician, Telecommunications Technician)		
207	Campus Technology Specialist	Campus Technology Specialist		
213	Custodial	Custodial – Staff serving in an auxiliary/support role		
214	Maintenance	Maintenance – Staff serving in an auxiliary/support role		
215	Plumber	Plumber		
216	Painter	Painter		
217	HVAC	HVAC		
218	Electrician	Electrician		
219	Warehouse	Warehouse		
220	Safety/Security	Safety/Security		
221	Transportation	Transportation		
222	Other Non-Exempt Auxiliary	Other Non-Exempt Auxiliary (Including Non-Exempt Auxiliary Volunteers)		
Used in the following data element(s):		Used in the following entities:		
AuxiliaryRoleId		StaffEducationOrganizationEmploymentAssociation		

Questions?

Reach out if you need anything!



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