



TSDS PEIMS Timeline 2022-2023

La Villa ISD

2022-2023 TSDS PEIMS Timeline

August 18, 2022 (ESC) / August 25, 2022 (TEA)

- PEIMS 2022 Extended Year submission due

August 22, 2022– First School Day

- Obtain accurate first day counts and report counts to Principal/PEIMS Coordinator via email
- Print list of “no show” students; as soon as records are requested make sure withdrawal code is updated

August 22, 2022 – June 2, 2023

- Print Daily Attendance Summary Report-Ongoing
- Print Campus Attendance Summary Report-Ongoing
- Print Daily Attendance Report I and copy the Student Sign In Log provide it to the food service department – Ongoing
- Unique ID Assignment on going as needed; make sure mismatch records are resolved (N. Vasquez ONLY)
- Unique ID Enrollment Tracking - 1st batch must be done by 2nd week of September; after that, weekly as needed (upkeep student entry/withdrawals); Sent 2ND WEEK IN AUGUST 2022

Daily & End of Each Month

- Print Average Daily Attendance Report and send to the District Food Service Director
- Print the Daily Attendance Report II and send to the District Food Service Director

August 22, 2022 – June 2, 2023

- Each principal will confirm the first day count is accurate and that all student “no show” are marked inactive
- Copy the “no show” list, sign the bottom of the sheet to verify the accuracy of the data
- Start the Leaver tracking procedure for all “no show” students on the “no show” list
- Student’s enrollment date: Begin the **PEIMS Student Identification procedures**-this is ongoing for all changes
 - ♣ Ensure supporting documentation is in each student cumulative folder
 - Student Registration Form
 - Copy of Birth Certificate/Proof of Identification
 - Copy of Social Security Card
 - Copy of Home Language Survey
 - Copy of Original test that determines Bilingual Ed
 - Copy of Initial LPAC form
 - Copy of Annual LPAC Review form
 - Copy of Ethnicity Questionnaire
 - Copy of proof of At-Risk for all indicators per student
 - Copy of last year failed
 - Copy of the four-year graduation plan for 8th graders and 9th - 12th Grade

September 8, 2022 (ESC) / September 15, 2022 (TEA)

- PEIMS 2022 Extended Year Resubmission due

September 30, 2022

- Class Roster Fall snapshot date

September 30, 2022

- Close of the School Start Window-students must be accounted for either at our district or another school district otherwise, students will count as a drop out

End of Each Six Weeks

- Print Pupil Attendance and contact hours, review for accuracy, sign-off and send to district PEIMS Coordinator
- Print Entry/Withdrawal Summary student list, review and verify codes
- Print Attendance Report Daily Register/Weekly Summary, review and verify accuracy of data
- Print Special Program Listing for verification by each program director
- Print Attendance Proof List, review and verify accuracy of data
- Review, compare and verify accuracy of data on Daily Attendance Summary to Campus Attendance Summary
- Verify Leaver coding for graduates (VERIFIED on roll over)
- Document all graduates
- Print final withdrawal student list, Entry/Withdraw Summary
- Verify every student on list has documentation

October 20, 2022

- Class Roster Fall Submission DUE to TEA (teacher/student schedules/TIA)

October 28, 2022

- Fall PEIMS “as of” snapshot date
- By this date, all student information must be updated and accurately verified (review will be done on October 22, 2022); send file by November 3, 2022

November 11, 2022

- P-EBT Summer 2022

December 1, 2022 (due to Region One) / December 8, 2022 (TEA due date)

- Signoff summary sheet for each principal, special program director and departments
- PEIMS Fall Submission due

November 1, 2022-December 9, 2022

- Make corrections to data if resubmission is required
- Review and correct all PEIMS error reports
- Review and correct all PEIMS PID errors
- Review and correct all Under & Over Reported Students, document reason if corrections can not be made

January 13, 2023

- Request to retire Unique IDs (if any) due at TEA

January 12, 2023 (Region One) January 19, 2023 (TEA)

- PEIMS Fall Resubmission due

January 19, 2023 (Region One) January 26, 2023 (TEA)

- PEIMS Midyear due (Finance)

January 26, 2023(TEA due date)

- Core: ECDS Kindergarten Submission

February 2, 2023 (Region One) February 9, 2023 (TEA)

- PEIMS Midyear Resubmission due (Finance)

February 16, 2023

- Core: SPED - SPPI-14 Submission due (TEA)

February 24, 2023

- Class Roster Winter snapshot date – last Friday in February

March 23, 2023

- Start uploading Summer file (batch interchanges/promote/validate, etc.)

March 30, 2023

- Core: Class Roster Winter collection due (TEA)

April 17, 2023

- Add Instructional Calendar to each campus for 2023-2024 sy (tracks/180 instructional days/minutes/holidays, etc.)
- Start Ascender Scheduling Preliminary Requirements Process (coordinate with 3 campus administrators)
- Year End Status – Code all students 01: PK-8th; 11: 9th-11th grade; 12: 12th grade; 23: withdrawn students (every time student withdraws code should be changed to 23)

End of Year

- Maintain in a readily accessible storage: Principal's reports, withdrawn Student Lists, Student Detail Report & all supporting documentation-admit to class slips, student return/early departure logs, counselor's log, nurse log and school trip rosters for audit purposes

May 26, 2023 – Print reports from District Software (Ascender) and TSDS for Administrator's review – Summer Submission

- Final review of graduates
- Verify Leaver coding for graduates
- Verify Discipline Offense/Action Codes/Dates
- Document all graduates
- Print final withdrawal student list, Entry/Withdraw Summary
- Verify every student on list has documentation

May 26, 2023 – Summer & beyond

- Track all requests for graduates' transcripts
- Document summer graduates and add to list of graduates
- Document any other leaver information received during the summer

June 8, 2023 (Region One) June 15, 2023 (TEA)

- PEIMS Summer Submission due

June 22, 2023

- ECDS PK submission due (TEA)

July 13, 2023 (Region One) July 20, 2023 (TEA)

- PEIMS Summer Resubmission due

July 20, 2023

- Core: SPED – RF Tracker Collection

July 27, 2023

- Core: SPED – Child Find Submission due

August 24, 2023 (Region One) August 31, 2023 (TEA)

- PEIMS Extended Year Submission due

September 14, 2023 (Region One) September 21, 2023 (TEA)

- PEIMS Extended Year Resubmission due

Note: Unscheduled Internal Audits will occur on a monthly or six weeks basis to ensure procedures are being followed.

_____ 1st Six Weeks Reconciliation Report Last week of the 1st Six Weeks (Teacher's signature required-2nd period)

_____ 4th Six Weeks Reconciliation Report Last week of the 4th Six Weeks (Teacher's signature required-2nd period)

Reviewed and Signed by Principal and Attendance Clerk, Reviewed and signed by PEIMS Coordinator and Supervisor Kept locally as part of the Attendance Audit Documentation

_____ 1st Six Weeks Campus Summary, Student Detail Report

_____ 2nd Six Weeks Campus Summary, Student Detail Report

_____ 3rd Six Weeks Campus Summary, Student Detail Report

_____ 4th Six Weeks Campus Summary, Student Detail Report

_____ 5th Six Weeks Campus Summary, Student Detail Report

_____ 6th Six Weeks Campus Summary, Student Detail Report

End of each Six Weeks Reviewed and signed by Campus Principal and Attendance Clerk and kept locally as part of the Attendance Audit Documentation; Reviewed by Special Program Staff

_____ 1st Six Weeks District Summary

_____ 2nd Six Weeks District Summary

_____ 3rd Six Weeks District Summary

_____ 4th Six Weeks District Summary

_____ 5th Six Weeks District Summary

_____ 6th Six Weeks District Summary

End of each Six Weeks Reviewed and signed by PEIMS Coordinator, signed by Superintendent. Kept locally as part of the Attendance Audit Documentation