

# 2012 PEIMS Submission 1 Checklist

## Campus PEIMS Preparation – Student Data

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### 100 Identification Record

1. \_\_\_\_ Verify that all students have PEIMS IDs (WS\SR\TX\RE\OT\PI).
2. \_\_\_\_ Verify all 100 Identification record information by running the Pre-PEIMS Edit Report (WS\SR\TX\PE\PP\IR). Make corrections and re-run report:
  - First Name WS\ST\TB\GE\TB\PR\PR \*
  - Middle Name WS\ST\TB\GE\TB\PR\PR
  - Last Name WS\ST\TB\GE\TB\PR\PR
  - Generation WS\ST\TB\GE\TB\PR\PR
  - Crisis (not currently used) WS\ST\TB\SP\TB\CR
  - ADA Eligibility WS\ST\TB\EW\EW

### 101 Demographic Record

3. \_\_\_\_ If you do not report Demographic Revision Confirmation Codes in your PEIMS submissions, skip this step.
  - Run the Demographic Revision Report (WS\SR\TX\PE\PP\RR) to find any students for whom you submitted different demographic data in your last PEIMS submission.
  - OR Run the utility to Set Demographic Revision Code (WS\ST\PS\UT\TM\DR\SR) to set the code automatically.
  - To maintain the Demographic Revision Confirmation Code manually or to overwrite codes set by the utility, maintain the codes under the Student Profile (WS\ST\TB\TX\TB\OP).
4. \_\_\_\_ If your entity includes students in grades 6 through 12 and you offer Career and Technical Education (CTE) courses, set the CTE Indicators for the students:
  - For students in grades 6 through 8, the CTE Indicator should be 1 for all students. Enter manually (WS\ST\TB\VE) or run the utility to Set CTE Indicator (WS\ST\PS\UT\TM\SC).
    - Click to Add a template.
    - Enter name for template, such as Set CTE Indicator of 1
    - For Process Summary, check box for Report Only if you want to verify the data before actually assigning the indicators
    - Under Ranges, set School Year to current year, Submission as Submission 1, and As-Of Date to snapshot date (10/28/2011)
    - For Career Tech Indicator Assignment, check radial button to Assign Indicator Based on Default Value and enter 1 for the Default Career Tech Indicator
    - Under Entity Selection, if you are running this utility from entity 000, select the entities to run the report for

**\* NOTE:** Every time you see “ST\TB” in a menu path, click on the Student Profile button and then the Student tab area at the end of the path.

- For students in grades 9 through 12, you may have students with 2 for participation in a Coherent Sequence of Courses and 3 for participation in a Tech Prep Program. You can assign the 2 and 3 codes manually (WS\ST\PS\TB\VE) and then run the utility like you would have run the utility for 6<sup>th</sup> through 8<sup>th</sup> grade students. The utility would then assign the default of 1 to all students enrolled in a CTE course if they did not already have indicators of 2 or 3.

OR

You could assign CTE Indicators to all CTE Course records in the Course Master and then run the utility, Set CTE Indicator, checking the radial button to Assign Indicator Based on Courses. To assign CTE Indicators to courses:

- Go to the Course Master (WS\OF\BC\CM)
- Click to Edit Course for each CTE Course record
- Click “+” to expand the Texas State Specific area
- Enter the appropriate CTE Indicator in the Career Tech Indicator field

5. \_\_\_\_\_ If you assign CTE Indicators to courses, verify that all are correct by creating a user-defined version of the Course Report by Course (WS\OF\CS\BC\RE\Cr):
  - Click to Add a template
  - Enter name for template, such as CTE Indicators
  - Under Course Selection Ranges, filter for CTE courses by entering the Department Code in the Low and High field ranges OR, if you use a numbering system by department, enter the smallest Course Key in the Low range field and the highest Course Key in the High range field
  - Under Printing Option, you may want to select Active for Status
  - Under Report Format, click on the radial button for user-defined course report and then click on the User Defined button
  - Under Course Fields, select Long Description and Career Tech Indicator
  - Print the report to verify CTE Indicators
  - Make corrections by going to Course Master to edit the appropriate Course records (WS\OF\CS\BC\CM)
  
6. \_\_\_\_\_ Verify all 101 Demographic record information by running the Pre-PEIMS Edit Report (WS\SR\TX\PE\PP\DR). Make corrections and re-run report:
  - Sex WS\ST\TB\GE\TB\PR\PR
  - Unschooled Asylee/Refugee WS\ST\TB\TX\TB\OP
  - Date of Birth WS\ST\TB\GE\TB\PR\PR
  - CTE Indicator WS\ST\TB\VE
  - Campus ID of Residence WS\ST\TB\SP\TB\ST
  - Race & Ethnicity WS\ST\TB\GE\TB\PR\PR
  - Student Attribution WS\ST\TB\SP\TB\ST
  - As-Of Status (Set by Extraction – One Exception - See Step 7 below)
  - Grade Level WS\ST\TB\EW\EW
  - Migrant Indicator WS\ST\TB\SP\TB\MG
  - Campus ID of Enrollment WS\ST\TB\EW\EW
  - Campus ID of Accountability WS\ST\TB\TX\TB\OP
  - Economic Disadvantage WS\ST\TB\FS\FS

7. \_\_\_\_\_ There is one group of students for whom the option to Extract PEIMS Data cannot assign the As-Of Status Codes: retained 7<sup>th</sup> graders that are new to your district. Identify the students, determine what As-Of Status Code they should have, and enter that information on the TX/NCLB tab in the Student Profile (WS\ST\TB\TX\TB\OP) in the As-Of Status Override field.

### **105 ID Number Change Record**

8. \_\_\_\_\_ If you do not report ID number changes in your PEIMS submissions, skip this step.
- Run the 105 ID Number Change Record Pre-PEIMS report (WS\SR\TX\PP\PE\NC) to find any students for whom you submitted a different PEIMS ID in your last PEIMS submission. This report will identify the students for whom the option to Extract PEIMS Data will create 105 ID Number Change records.

### **110 Enrollment Record**

9. \_\_\_\_\_ If your entity has a Title I, Part A Program, be sure to assign Title I, Part A Codes. Assign codes individually (WS\ST\TB\VE), or if you have a schoolwide program, run the utility to Mass Assign Title I Default Codes (WS\ST\PS\UT\TM). Assign the code “6” for the Title I, Part A Indicator and the code “0” for all of the support services codes.
10. \_\_\_\_\_ Create Data Mining Reports to run preliminary checks on data elements included in the 110 Enrollment record:
- PK Military Indicator Code – if your entity has PK students and if you have students who qualify for PK based on their parents’ employment in the military. Filter for PK Military Indicator Code PK to PK.
  - ADA Eligibility Code – check all codes other than “1” for full-day eligible if you have half-day students, ineligible students, and/or transfer students. Filter for ADA Eligibility Codes 0, 2, 3, 4, 5, and 6.
  - Bilingual Program Type Code, LEP Indicator Code, Home Language Code, and Parental Permission Code – if you have a Bilingual Program on your entity.
  - ESL Program Type Code, LEP Indicator Code, Home Language Code, and Parental Permission Code – if you have an ESL Program on your entity.
  - Home Language Code – if you have non-English home languages among students not in your Bilingual or ESL Program. Filter for all codes other than 98 for English.
  - PK Program Type Code – if your entity serves PK students. This is a new data element for the 2012 school year.
  - At-Risk Indicator Code.
  - PK Foster Care Indicator Code - if your entity has PK students and if you have students who qualify for PK based on being or having been in foster care.
  - Special Education Indicator Code – filter for “Yes” for Considers Special Ed on the Student General Profile tab or as-of a specific date (10/28/2011) from the Special Education tab, Special Ed record.

- Primary PK Funding Source Code and Secondary PK Funding Source Code – if your entity serves PK students, you must report at least a primary funding source. These are new data elements for the 2012 school year.
- Gifted Talented Indicator Code – filter for G/T students as-of a specific date (10/28/2011).
- Immigrant Indicator Code – filter for Immigrant students as-of a specific date (10/28/2011).
- SSI Promotion Retention Code – if your entity serves students who were in grades 5 through 9 at the beginning of the 2012 school year and who failed to meet SSI requirement at the end of grades 3, 5, and 8 last year.

11. \_\_\_\_\_ Verify all 110 Enrollment record information by running the Pre-PEIMS Edit Report (WS\SR\TX\PE\PP\ER). Make corrections and re-run report:

- Campus ID of Enrollment WS\ST\TB\EW\EW
- Grade Level WS\ST\TB\EW\EW
- PK Military Indicator WS\ST\TB\TX\TB\OP
- ADA Eligibility WS\ST\TB\EW\EW
- Bilingual Program Type WS\ST\TB\SP\TB\LE
- ESL Program Type WS\ST\TB\SP\TB\LE
- LEP Indicator (Set by Extraction)
- Home Language WS\ST\TB\SP\TB\LE
- Parental Permission WS\ST\TB\SP\TB\LE
- PK Program Type WS\ST\TB\TX\TB\OP
- At-Risk Indicator WS\ST\TB\TX\TB\OP
- PK Foster Care Indicator WS\ST\TB\TX\TB\OP
- Title I, Part A Indicator WS\ST\TB\SP\TB\TI
- Special Ed Indicator (Set by Extraction)
- Primary PK Funding Source WS\ST\TB\TX\TB\OP
- Secondary PK Funding Source WS\ST\TB\TX\TB\OP
- Gifted Talented Indicator WS\ST\TB\SP\TB\GI
- Immigrant Indicator WS\ST\TB\SP\TB\IM
- SSI Promotion Retention Indicator WS\ST\TB\SP\TB\SS

### 163 Special Education Record

12. \_\_\_\_\_ Verify all 163 Special Education record information by running the Pre-PEIMS Edit Report (WS\SR\TX\PE\PP\SE). Make corrections and re-run report:

- Primary Disability WS\ST\TB\SE\TB\SE
- Secondary Disability WS\ST\TB\SE\TB\SE
- Tertiary Disability WS\ST\TB\SE\TB\SE
- Multiply Disabled Indicator WS\ST\TB\SE\TB\SE
- Child Count Funding Type WS\ST\TB\SE\TB\SE
- Early Childhood Intervention WS\ST\TB\SE\TB\PR

- Preschool Program for Children with Disabilities WS\ST\TB\SE\TB\PR
- Regional Day School Program for the Deaf WS\ST\TB\SE\TB\PR
- Instructional Setting WS\ST\TB\SE\TB\SE
- Speech Therapy Indicator WS\ST\TB\SE\TB\PR
- Interpreting Services Type WS\ST\TB\SE\TB\PR
- Audiological Services Indicator WS\ST\TB\SE\TB\PR
- PPCD Service Location WS\ST\TB\SE\TB\PR
- Counseling Services Indicator WS\ST\TB\SE\TB\PR
- Medical Diagnostic Services Indicator WS\ST\TB\SE\TB\PR
- Occupational Therapy Indicator WS\ST\TB\SE\TB\PR
- Orient Mobility Training Indicator WS\ST\TB\SE\TB\PR
- Physical Therapy Indicator WS\ST\TB\SE\TB\PR
- Psychological Services Indicator WS\ST\TB\SE\TB\PR
- Recreation Indicator WS\ST\TB\SE\TB\PR
- School Health Services Indicator WS\ST\TB\SE\TB\PR
- Social Work Services Indicator WS\ST\TB\SE\TB\PR
- Transportation Indicator WS\ST\TB\SE\TB\PR
- Assistive Tech Indicator WS\ST\TB\SE\TB\AT
- Medically Fragile Indicator WS\ST\TB\SE\TB\PR

### 169 Career and Technical Education (CTE) Program

13. \_\_\_\_ Verify all 169 CTE Program record information by running the Pre-PEIMS Edit Report (WS\SR\TX\PE\PP\CS). Make corrections (WS\ST\TB\VE) and re-run report for the following data elements:
- Displaced Homemaker
  - Single Parent Pregnant Teen
  - Transportation CTE Support Service

### 170 Career and Technical Education (CTE) Course

14. \_\_\_\_ Verify that all CTE courses have correct and valid Service IDs. Create a user-defined version of the Course Report by Course (WS\OF\CS\BC\RE\Cr):
- Click to Add a template
  - Enter name for template, such as CTE Service IDs
  - Under Course Selection Ranges, filter for CTE courses by entering the Department Code in the Low and High field ranges OR, if you use a numbering system by department, enter the smallest Course Key in the Low range field and the highest Course Key in the High range field
  - Under Printing Option, you may want to select Active for Status
  - Under Report Format, click on the radial button for user-defined course report and then click on the User Defined button
  - Under Course Fields, select Long Description and Service ID

- Print the report to verify Service IDs
  - Make corrections by going to Course Master to edit the appropriate Course records (WS\OF\CS\BC\CM)
- 15. \_\_\_\_ Verify student enrollment in CTE courses on the PEIMS As-Of Date (10/28/2011). You must run the class rosters on the fall snapshot date (WS\OF\CS\RE\CR). When you create the template, under Student Ranges, be sure to select Enrolled Only for Student class record types.
- 16. \_\_\_\_ Verify all 170 CTE Course record information by running the Pre-PEIMS Edit Report (WS\SR\TX\PE\PP\CR). Make corrections (WS\OF\CS\BC\CM) and re-run report for the following data element:
  - Service ID

### **203 School Leaver Data**

- 17. \_\_\_\_ Run the Pre-PEIMS Edit Report (WS\SR\TX\PE\PP\SL) first for all students who were in grades 7 through 12 any time during the 2011 school year AND who have Leaver Reasons Codes that are valid for the 203 record. You want to do this (1) because some of those students that campus personnel coded with valid Leaver Reason Codes may no longer be Leavers (e.g., they ended up going to another Texas public school, a private school, a school out of state or they may have been home schooled; or (2) due to a change in their behavior, they may still need to be coded as Leavers but with a different Leaver Reason Code.
  - Click to Add a template
  - Enter name for template, such as Check PEIMS Leaver Codes
  - For Report Options, select to All for Print Edits
  - For Report Ranges, enter 10/28/2011 for the Fall PEIMS As-Of Date and the current School year
  - For Students to Print, check the box to Print Leavers and, if desired, the box to include students for whom this entity is the Campus ID of Responsibility (i.e., students who transferred from your regular entity, attended an alternative campus, and withdrew with a valid PEIMS Leaver Reason Code)
  - For Sorting Options, you have choices to sort by Grade Level, Student Entity (if running for multiple entities), and/or Leaver Reason, which is often helpful because the report groups together students with the same Leaver Reason Codes.
  - If you find errors, make your corrections in the last E/W record for each students from the 2011 school year. (If you used the no-show process at the beginning of the current school year and retained those E/W records, do NOT edit those records. Since you are reporting Leavers from the 2011 school year, the program that extracts Leavers looks at the last E/W record from the 2011 school year – the year in which the students were Leavers.)
- 18. \_\_\_\_ Once you have corrected problems with students who were coded as Leavers in their last E/W record from the previous school year, you must consider the students who withdrew either during the year or were enrolled at the end of the year, were

withdrawn with Withdrawal Codes that are not PEIMS Leaver Reason Codes, but who should be reported as Leavers because they did not actually go to another school, they did not return to your district at all this year, or they returned but after the end of the School-Start Window.

- Click to Add a template
- Enter name for template, such as Check for Potential Leavers
- For Report Options, select to All for Print Edits
- For Report Ranges, enter 10/28/2011 for the Fall PEIMS As-Of Date and the current School year
- For Students to Print, check the box to Print Students with Non-Leaver Reasons and, if desired, the box to include students for whom this entity is the Campus ID of Accountability (i.e., students who transferred from your regular entity, attended an alternative campus, and withdrew with a valid PEIMS Leaver Reason Code)
- Click on the button for Withdrawal Codes, and select the code or codes you want to check – you can, for example, look first at all students who were enrolled at the end of the previous school year and then for students with other Withdrawal Codes that are not PEIMS Leaver Reason Codes
- For Sorting Options, you have choices to sort by Grade Level, Student Entity (if running for multiple entities), and/or Leaver Reason, which is often helpful because the report groups together students with the same Leaver Reason Codes.
- The report looks for students who withdrew in the previous year or who were enrolled at the end of the year but did not return at all in the current school year or, after the School-Start Window. You must verify that the students should not be reported as Leavers or you must report 203 records for them.
- If you find students who did not have Leaver Reason Codes but should, make your corrections in the last E/W record for each students from the 2011 school year. (If you used the no-show process at the beginning of the current school year and retained those E/W records, do NOT edit those records. Since you are reporting Leavers from the 2011 school year, the program that extracts Leavers looks at the last E/W record from the 2011 school year – the year in which the students were Leavers.)

## Campus PEIMS Preparation – Staff Data

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### 090 Staff Responsibilities Record

1. \_\_\_\_ Verify the Staff ID or Social Security Number for all staff members in the Student database because the PEIMS process will match 090 records with the HR Staff records by comparing Social Security Numbers:
  - Take the option to run the Staff Identification Report (WS\SF\RE\SI)
  - Click to Add a template
  - Enter a Template Descriptions, such as Staff SSN Report
  - Under Ranges, click the radial button for a Status of Active
  - For Printing Options, check boxes to Print Name and Print SSN
  - Compare the Social Security Numbers for your staff members with a report from your HR system
  - If you need to make corrections, edit Staff records (WS\SF\SF).
2. \_\_\_\_ Verify Service ID information, Class Type Code, Population Served Code, flag to Exclude Section from PEIMS, Monthly Minutes, and flag to Exclude Meeting Pattern from PEIMS by running the Course Information Report. Select the template for Fall PEIMS Course Info Report (WS\SR\TX\RE\SC\CI). Correct errors in:
  - Service IDs in the Course record (WS\OF\CS\BC\CM)
  - Class Type Code, Population Served Code, and the flag to Exclude the Section from PEIMS in the Section record (WS\OF\CS\BC\CM or WS\OF\CS\BC\SM)
  - Monthly Minutes and flag to Exclude Meeting Pattern from PEIMS in the Section record, Meeting Patter record (WS\OF\CS\BC\CM or WS\OF\CS\BC\SM)
3. \_\_\_\_ You do not have to do anything in regards to the Role ID or Class ID Number:
  - Role ID automatically extracts as 087, Teacher
  - Class ID Number – a 14-character code created by the system; consists of School Year (12), Campus (e.g., 001), Course Key (6 spaces - blank spaces filled with letter Z), and Section Number (3 spaces – blank spaces filled with letter Z)
4. \_\_\_\_ Although the system will determine the number of students enrolled in each section on the As-Of Date, you may want to run the Course/Class Count Report (WS\OF\CS\BC\RE\CC) on the As-Of Date for Submission 1.
5. \_\_\_\_ If you have one Bell Schedule on your entity and you use it to have the system calculate Monthly Minutes, verify the Bell Schedule in your entity's Calendar:
  - Go to your Calendar (WS\OF\AT\PS\CO\CC)
  - Click "+" to expand your entity
  - Click "+" to expand the current school year
  - Click "+" to expand the Bell Schedule
  - Click "+" to expand your regular Bell Schedule
  - Click to Edit and period Start and Stop times that are incorrect
6. \_\_\_\_ If you have multiple Bell Schedules on your entity and use them to have the system calculate Monthly Minutes, verify the Bell Schedules in your entity's Calendar:
  - Go to your Calendar (WS\OF\AT\PS\CO\CC)
  - Click "+" to expand your entity.
  - Click "+" to expand the current school year
  - Click "+" to expand each Bell Schedule
  - Click to Edit and period Start and Stop times that are incorrect
  - Verify which Bell Schedule is assigned to the Calendar by viewing Calendar Days

- Verify in the Course Master that the other Bell Schedule(s) are assigned to the appropriate Section records (WS\OF\CS\BC\SM)
- 7. \_\_\_\_\_ If you use the Class Meeting Time Override to have the system calculate Monthly Minutes, verify the Start and Stop times by running the Course Information Report (WS\OF\CS\BC\RE\CC):
  - Click to Add a template
  - Enter name for template, such as Class Meeting Time
  - Under Printing Option, you may want to select Active for Status
  - Under Report Format, click on the radial button for user-defined course report and then click on the User Defined button
  - Under Course Fields, select Long Description
  - Under Section and Class Meet fields, select Section Number, Display Period, Teacher Long Name, and Class Meeting Time
  - Make corrections by going to Course Master to edit the appropriate Meeting Pattern records (WS\OF\CS\BC\CM of WS\OF\CS\BC\SM)
- 8. \_\_\_\_\_ If you calculate and enter the Monthly Minutes for each class, verify the Monthly Minutes by running the Course Information Report (WS\OF\CS\BC\RE\CC):
  - Click to Add a template
  - Enter name for template, such as Monthly Minutes
  - Under Printing Option, you may want to select Active for Status
  - Under Report Format, click on the radial button for user-defined course report and then click on the User Defined button
  - Under Course Fields, select Long Description
  - Under Section and Class Meet fields, select Section Number, Display Period, Teacher Long Name, and Monthly Minutes
  - Make corrections by going to Course Master to edit the appropriate Meeting Pattern records (WS\OF\CS\BC\CM of WS\OF\CS\BC\SM)
- 9. \_\_\_\_\_ If you want to enter any 090 Staff Responsibilities data for staff members not assigned to Course records in the Course Master, you can enter records manually in the Staff Profile (WS\SF\SF):
  - Find a staff member whose information you want to enter manually and click “+” to expand the staff member’s record
  - Click on Add Responsibilities to create a record
  - Enter Campus ID (County-District-Campus Number), Role ID, Service ID, a Class ID Number that will not duplicate any created by the system, the Population Served Code, Number of Student in Class if it is a class and the students have not already been counted in the Primary Teacher’s record, Class Type Code, and Monthly Minutes
- 10. \_\_\_\_\_ Verify all 090 Staff Responsibilities record information by running the Pre-PEIMS Edit Report (WS\SR\TX\PE\PP\SR). Make corrections and re-run report.

## District PEIMS Preparation

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### PEIMS IDs

1. \_\_\_\_ Verify that all students have PEIMS IDs (WS\SR\TX\RE\OT\PI).

### Extract Student PEIMS Data

2. \_\_\_\_ Create template to extract PEIMS data for Submission 1 (WS\SR\TX\PE\PE\EP):
  - Enter Template Description
  - Set School Year to current year
  - Set Submission Period to Submission 1
  - Set Data to Extract to Student/Organization
  - Uncheck entities not to report in Submission 1
  - Enter fall snapshot date (10/28/2011) for PEIMS As-Of Date
  - Select Alphakey or Other ID (recommended) for Local Student ID
  - Enter 1 for Default Career Tech Indicator
  - For Organization, select 010 and 020
  - For Student, select 100, 101, 105, 110, 163, 169, 170, 203
3. \_\_\_\_ Click to Save and Print. Note that if you need to re-extract any of the data, you can extract for individual record types and selected entities.

### Extract Staff PEIMS Data

4. \_\_\_\_ Click Print to run the template for Fall PEIMS Staff or clone it. If you clone it:
  - Enter a Template Description, such as Extract 090 Records
  - Under Report Ranges, enter the current School Year, Submission 1 for PEIMS Submission, and Staff 090 for Data to Extract
  - Under Entity Selection, click on the Entities button to make sure you have all of the PEIMS entities checked
  - Under Staff 090 Ranges, enter the current year's As-Of Date (10/28/11)
  - Under Specific Staff Data to Extract, you have an option to exclude courses from the extract, but you now have the option in the Course Master to flag Sections to exclude
5. \_\_\_\_ Click to Save and Print. Note that if you re-extract data, the program will delete records from the previous extraction.

### Import Staff Data

6. \_\_\_\_ Create template to import staff data for Submission 1 (WS\SR\TX\PE\PE\IS):
  - For File to Import, remove any existing file
  - Browse to select file to import
  - Click to Upload File
  - Set school year to current year
  - Set Submission to Submission 1
  - Check to Overwrite Duplicate 090 records if you are importing 090 records from HR and those staff members have matching 090 records in the Student database
  - Check to Remove Existing Imported Records First for Selected Formats if you are importing records that you imported previously
  - Check to Delete Existing Records For Selected Formats if you want to "wipe the slate clean" before importing new records

- For Finance, select 030
  - For Staff, select 040, 043, 045, 050, 055, 060, 090
7. \_\_\_\_\_ Click to Import file. Note that if you need to import any of the data again, you can import individual record types.

#### **Edit PEIMS Data**

8. \_\_\_\_\_ Create template to run PEIMS Edit Reports prior to submitting the extracted PEIMS data to Edits+ (WS\SR\TX\PE\RE\OT\PE):
- Enter Template Description
  - Set PEIMS Submission to 1
  - Set School Year to current year
  - Enter fall snapshot date (10/28/2011) for PEIMS As-Of Date
  - For List or Edit, select Edit
  - The first time you run the edits, do not check box to Print only records with errors to make sure you have the quantity of data you expect
  - With subsequent runs, check box to Print only records with errors so that you can focus on the actual problems/issues
  - Check the appropriate boxes for the record types you want to print; you can select individual reports or groups of reports or all reports

#### **Export Extracted PEIMS Data**

9. \_\_\_\_\_ Create template to export extracted PEIMS data for Submission 1 (WS\SR\TX\PE\PE\CP):
- Enter Template Description
  - Set School Year to current year
  - Set Submission Period to Submission 1
  - Uncheck entities not to report in Submission 1
  - For Records to Export > Organization, select 010 , 011, 020
  - For Records to Export > Finance, select 030
  - For Records to Export > Staff, select 040, 043, 045, 050, 055, 060, 090
  - For Records to Export > Student, select 100, 101, 105, 110, 163, 169, 170, 203
10. \_\_\_\_\_ Click to Save and Print. Note that if you have the option to extract for individual record types and selected entities.

#### **View Selected File/Save Locally for Submission**

11. \_\_\_\_\_ When you select the option to view/save the file, highlight the submission file that you want to submit to TEA and click to View it.
12. \_\_\_\_\_ When the File/Download window appears, click to Save the file. Save it to the location from which you want to retrieve the file to submit to TEA.

#### **Correcting Errors and Resubmitting Submission 1 Data**

13. \_\_\_\_\_ If you need to correct data reported on the 100, 101, 105, 110, 163, 169, 170, and 203 student records and/or the 090 records:
- Correct the errors in the Web Student Management area. See menu paths in Campus PEIMS Preparation to find where to make the corrections.
  - Re-run the option to Extract PEIMS Data for the affected entities and record types.
14. \_\_\_\_\_ If you need to correct data reported on the 040, 043, 045, 050, 055, and 060 records:
- When you have exported the records from your HR system, take the option again to Import Staff Data for the affected record types.

15. \_\_\_\_ If you need to correct data but do not have time to correct it in Web Student Management and re-extract, you can use the option to Maintain Extracted PEIMS Data (WS\SR\TX\PE\PE\MD). Skyward does not recommend maintaining PEIMS data manually in the PEIMS module, however, unless time is a factor because you will still need to correct the data in Web Student Management. Also, should you find that you must re-extract, you will lose the data you entered manually.