



Texas  
Student  
Data  
System

## **Texas Education Data Standards (TEDS)**

## **Public Education Information Management System (PEIMS)**

### **Section 8.1**

### **PEIMS Data Submission Specifications & Responsibilities**

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## Data Submission Specifications

Close cooperation of local education agencies, regional Education Service Centers (ESCs), and the Texas Education Agency (TEA) is required for the successful creation of the PEIMS database.

Interchange schemas are specific data exchange schemas that are composed from the choice of elements available in the Ed-Fi Core and Texas Core Extension interchange libraries. These interchange schemas will allow users to load specific data sets to the EDW.

PEIMS will use the interchange schemas to load the PEIMS data to the EDW. The submission descriptions for the PEIMS data collection are described in the section, Interchange Schemas with Associated Complex Types Chart.

- Collection 1 represents the state of the LEA as of the Fall Snapshot date, which is the last Friday in October, whether or not this is a day of instruction. LEAs shall report all students served and staff employed on that date. Exception: Leaver data are reported based on leaver status as of the last Friday in September. ESCs and LEAs shall report current school year budget data.
- Collection 2 is a report of actual financial data for the prior school year.
- Collection 3 includes yearlong student attendance, course completion, disciplinary actions, restraint events, course sections, and teacher class assignments.
- Collection 4 includes student extended year services, flexible attendance, and dual credit course completion.

### General Requirements:

1. Data will be submitted in an XML format as defined in TEDS.
2. Once the PEIMS data is validated and fatal free, it can be submitted to TEA.

### File Requirements:

1. For each interchange file submitted to the EDW, the system must identify the correct organization and data collection in order to process the file correctly:

Position	1-6	7-9	10-17	18-29	30-*
Description	District Code	Campus ID	Collection Code	Timestamp	Interchange

**District Code:** The district code for which the data is being uploaded. (6 digits in length)

**Campus ID:** The campus ID if campus data: '000' for district data. (3 digits in length)

**Collection Code:** The collection code is a character string that uniquely identifies the data collection. (8 characters in length)

- The first four characters of the Collection Code shall be the ending year of the school year. For example, the first four characters would be '2014' for the 2013-2014 school year.
- The next four characters of the Collection Code shall indicate the type of data being submitted. Currently, the possible PEIMS values are:
  - “FALL” which represents the PEIMS Fall Submission.
  - “MDYR” which represents the PEIMS Mid-Year Submission.
  - “SUMR” which represents the PEIMS Summer Submission.
  - “EXYR” which represents the PEIMS Extended-Year Submission.

**Timestamp:** The timestamp is a date in YYYYMMDDHHMM format (e.g. 201406021015). The Timestamp shall be a system generated value at the time the data is extracted. (12 digits in length)

**Interchange:** The interchange is the name of the interchange being submitted.

2. There **must** be an underscore (\_) between each element in the file name.

**3. Examples:**

227950\_000\_2014FALL\_201310271015\_InterchangeStudentExtension.xsd = 2013-2014 Fall Collection Student Interchange for Region XIII.

227901\_000\_2014FALL\_201310271015\_InterchangeStudentExtension.xsd = 2013-2014 Fall Collection Student Interchange for Austin ISD.

227901\_002\_2014FALL\_201310271015\_InterchangeStudentExtension.xsd = 2013-2014 Fall Collection Student Interchange for Austin High School in Austin ISD.

## Interchange Schemas With Associated Complex Types Chart

The following chart provides an alphabetical list of the PEIMS interchange schema(s), associated complex types, and displays the PEIMS collection period.

Interchange Schema	Complex Type Name	Description	Category	1 Fall	2 MY	3 Sum	4 EY	Not for TX Use
<b>InterchangeEducationOrganization</b>								
	ClassPeriod	Class Periods	Education Organization			Y		
	Course	Campus Course Section	Education Organization	Y		Y	Y	
	EducationServiceCenter	Education Service Center	Education Organization	Y	Y			
	LocalEducationAgencyExtension	District	Education Organization	Y	Y	Y	Y	
	Location	Education Organization Location	Education Organization					
	School	Campus	Education Organization	Y	Y	Y	Y	
<b>InterchangeFinance</b>								
	ActualExtension	District Actuals	Finance		Y			
	BudgetExtension	District Budget	Finance	Y				
	SharedServiceArrangementExtension	Shared Service Arrangement Members	Finance		Y			
<b>InterchangeMasterSchedule</b>								
	CourseOffering	Campus Course Offerings	Education Organization	Y		Y	Y	
	SectionExtension	Campus Course Sections	Education Organization Campus Course Section Staff	Y		Y	Y	
<b>InterchangeSSAOrganizationAssociation</b>								
	SSAOrgAssociationExtension	Shared Service Arrangement Fiscal Agent	Education Organization	Y	Y			
<b>InterchangeStaffAssociation</b>								
	ContractedInstructionalStaffFTEExtension	Number Contract Staff by Program Intent	Staff	Y				
	PayrollExtension	Staff Pay	Staff	Y				
	StaffEducationOrgAssignmentAssociationExtension	Staff Responsibility	Staff			Y		

StaffEducationOrgEmploymentAssociationExtension	Staff Employment	Staff	Y	Y	
StaffExtension	Staff ID and Demographics	Staff	Y	Y	
StaffResponsibilitiesExtension	Staff Data Responsibilities	Staff	Y		
TeacherSchoolAssociation	Teacher Campus of Service	Staff			Y
TeacherSectionAssociationExtension	Teacher Section Assignment	Staff	Y	Y	
<b>InterchangeStudent</b>					
StudentExtension	Student ID and Demographics	Student	Y	Y	Y
<b>InterchangeStudentAttendance</b>					
BasicReportingPeriodAttendanceExtension	Student Basic Attendance by Reporting Period	Student			Y
SpecialProgramsReportingPeriodAttendanceExtension	Student Attendance by Reporting Period for Special Programs	Student		Y	Y
<b>InterchangeStudentDiscipline</b>					
DisciplineActionExtension	Student Disciplinary Action	Student			Y
DisciplineDescriptor	Type of Action or Removal	Student			
DisciplineIncidentExtension	Student Disciplinary Action Reason	Student			Y
StudentDisciplineIncidentAssociationExtension	Student Disciplinary Incident	Student			Y
<b>InterchangeStudentEnrollmentExtension</b>					
CareerAndTechnicalEducationCourseExtension	Student Career and Technical Education (CTE) Course	Student	Y		
SchoolLeaverExtension	Prior School Year Student Leavers in Grades 7-12	Student	Y		
StudentSchoolAssociationExtension	Campus Enrollment and Withdrawal	Student	Y	Y	Y
StudentSectionAssociation	Student Section Enrollment	Student		Y	Y
<b>InterchangeStudentGrade</b>					
CourseTranscriptExtension	Student Course Completion	Student		Y	Y
<b>InterchangeStudentProgram</b>					
StudentBilingualProgramAssociationExtension	Student BIL Program	Student	Y		

StudentCTEProgramAssociationExtension	Student CTE Program	Student	Y			
StudentESLProgramAssociationExtension	Student ESL Program	Student	Y			
StudentESYProgramAssociationExtension	Student ESY Program	Student				Y
StudentProgramAssociation	Student Program Participation	Student	Y	Y	Y	
StudentProgramExtension	Student Programs	Student	Y	Y	Y	
StudentSpecialEdProgramAssociationExtension	Student Special Ed Program	Student	Y	Y		
StudentTitleIPartAProgramAssociationExtension	Student Title I Part A Program	Student				Y
<b>InterchangeStudentRestraintEvent</b>						
RestraintEventExtension	Student Restraint Event	Student				Y

## Data Category With Associated Complex Types Chart

The collections will include the following PEIMS complexes with the associated interchange schemas for the collection periods shown:

Category	Complex Type Name	Description	Interchange Schema	1 Fall	2 MY	3 Sum	4 EY	Not for TX Use
<b>Education Organization</b>								
	ClassPeriod	ClassPeriods	InterchangeEducationOrgranziation			Y		
	Course	Campus Course Section	InterchangeHSGeneratedStudentTr anscript InterchangeEducationOrganization	Y		Y	Y	
	CourseOffering	Campus Course Offerings	InterchangeHSGeneratedStudentTr anscript InterchangeMasterSchedule	Y		Y	Y	
	EducationServiceCenter	Education Service Center	InterchangeEducationOrganization	Y	Y			
	LocalEducationAgencyExtension	District	InterchangeEducationOrganization	Y	Y	Y	Y	
	School	Campus	InterchangeEducationOrganization InterchangeHSGeneratedStudentTr anscript	Y	Y	Y	Y	
	SectionExtension	Course Sections	InterchangeMasterSchedule	Y		Y	Y	
	SSAOrgAssociationExtension	Shared Service Arrangement Fiscal Agent	InterchangeSSAOrganizationAssoc iation	Y	Y			
<b>Finance</b>								
	ActualExtension	Education Organization's Actuals	InterchangeFinance		Y			
	BudgetExtension	Education Organization's Budget	InterchangeFinance	Y				
	SharedServiceArrangementExtension	Shared Service Arrangement Members	InterchangeFinance		Y			
<b>Staff</b>								
	ContractedInstructionalStaffFTEExtension	Number Contract Staff by Program Intent	InterchangeStaffAssociation	Y				
	PayrollExtension	Staff Pay	InterchangeStaffAssociation	Y				
	StaffEducationOrgAssignmentAssociation Extension	Staff Responsibility	InterchangeStaffAssociation			Y		

StaffEducationOrgEmploymentAssociationExtension	Staff Employment	InterchangeStaffAssociation	Y	Y
StaffExtension	Staff ID and Demographics	InterchangeStaffAssociation	Y	Y
StaffResponsibilitiesExtension	Staff Data Responsibilities	InterchangeStaffAssociation	Y	
TeacherSchoolAssociation	Teacher Campus of Service	InterchangeStaffAssociation		Y
TeacherSectionAssociationExtension	Teacher Section Assignment	InterchangeStaffAssociation	Y	Y
<b>Student</b>				
BasicReportingPeriodAttendanceExtension	Student Basic Attendance by Reporting Period	InterchangeStudentAttendance		Y
CareerAndTechnicalEducationCourseExtension	Student Career and Technical Education (CTE) Course	InterchangeStudentEnrollmentExtension	Y	
CourseTranscriptExtension	Student Course Completion	InterchangeHSGeneratedStudentTranscript InterchangeStudentGrade		Y Y
DisciplineActionExtension	Student Disciplinary Action	InterchangeStudentDiscipline		Y
DisciplineDescriptor	Type of Action or Removal	InterchangeStudentDiscipline		
DisciplineIncidentExtension	Student Disciplinary Action Reason	InterchangeStudentDiscipline		Y
RestraintEventExtension	Student Restraint Event	InterchangeRestraintEvent		Y
SchoolLeaverExtension	Student Leaver	InterchangeStudentEnrollmentExtension	Y	
ServiceDescriptor	The Services Provided to Populations of Students Associated with a Program	InterchangeStudentProgram		
SpecialProgramsReportingPeriodAttendanceExtension	Student Attendance by Reporting Period for Special Programs	InterchangeStudentAttendance		Y Y
StudentBilingualProgramAssociationExtension	Student BIL Program	InterchangeStudentProgram	Y	
StudentCTEProgramAssociationExtension	Student CTE Program	InterchangeStudentProgram	Y	
StudentDisciplineIncidentAssociationExtension	Student Disciplinary Incident	InterchangeStudentDiscipline		Y
StudentESLProgramAssociationExtension	Student ESL Program	InterchangeStudentProgram	Y	
StudentESYProgramAssociationExtension	Student ESY Program	InterchangeStudentProgram		Y

StudentExtension	Student ID and Demographics	InterchangeHSGeneratedStudentTr anscript InterchangeStudent InterchangeStudentParent	Y	Y	Y
StudentProgramAssociation	Student Program Participation	InterchangeStudentProgram	Y	Y	Y
StudentProgramExtension	Student Programs	InterchangeStudentProgram	Y	Y	Y
StudentReference	Reference to Student(s)	InterchangeStudentAssessment			
StudentSchoolAssociationExtension	Campus Enrollment and Withdrawal	InterchangeStudentEnrollmentExte nsion	Y	Y	Y
StudentSectionAssociation	Student Section Enrollment	InterchangeStudentEnrollmentExte nsion		Y	Y
StudentSpecialEdProgramAssociationExt ension	Student Special Ed Program	InterchangeStudentProgram	Y	Y	
StudentTitleIPartAProgramAssociationExt ension	Student Title I Part A Program	InterchangeStudentProgram		Y	

## Submission and Resubmission Timelines

Submission and Resubmission Dates will be published in December, 2012.

<b>2013-2014 PEIMS Submission and Resubmission Timelines</b>	
<b>Fall (Collection 1) (prior/current year data)</b>	
Close of school-start window - Last Friday in September	
EDIT+ ready to process data	
Snapshot Date	
EDIT+ ready for ESCs to accept LEA and ESC files	
Manual PID corrections due at TEA	
First submission due date for LEAs and ESCs	
Manual PID corrections due at TEA	
Resubmission due date for LEAs and ESCs	
Data available to customers	
<b>Midyear (Collection 2) (prior year data)</b>	
EDIT+ ready to process data	
EDIT+ ready for ESCs to accept LEA and ESC files	
First submission due date for LEAs and ESCs	
Resubmission due date for LEAs and ESCs	
Data available to customers	
<b>Summer (Collection 3) (current year data)</b>	
EDIT+ ready to process data	
EDIT+ ready for ESCs to accept LEA files	
Manual PID corrections due at TEA	
First submission due date for LEAs	
Manual PID corrections due at TEA	
Resubmission due date for LEAs*	
Data available to customers	
<b>Extended Year (Collection 4) (current year data)</b>	
EDIT+ ready to process data	
EDIT+ ready for ESCs to accept LEA files	
Manual PID corrections due at TEA	
First submission due date for LEAs	
Manual PID corrections due at TEA	
Resubmission due date for LEAs*	
Data available to customers	

## Data Submission Responsibilities

### Local Education Agency Responsibilities

**Local Education Agencies** are responsible for:

1. Submitting current, complete, and accurate data for all XML complexes required for each collection;
2. Validating and editing data according to business rules and validations;
3. Correcting all errors during the data validation process in a timely manner; and
4. Delivering “fatal-free” corrected data on or before the due dates set by their ESCs and TEA.

ESCs establish due dates to allow sufficient time to process and approve LEA data before the TEA deadline for each collection (see the *PEIMS Submission and Resubmission Timelines*). ESCs approve “fatal free” LEA data only, and will notify LEAs when their data have been approved and made available to TEA for further processing.

### **SPECIAL INSTRUCTIONS FOR CHARTER SCHOOLS WHO TEMPORARILY SUSPEND OPERATIONS**

Contact the Statewide Education Data Systems Department of TEA at (512) 463-9229 for reporting requirements during the interim.

**Superintendents** are responsible for submitting the electronic "Superintendent's Statement of Approval of Summary Report and Error Listing" (SAF) for each submission and resubmission based on the final review of the LEA's PEIMS data file.

The electronic signature (SAF) certifies:

1. The LEA has submitted all required data with zero fatal errors;
2. The LEA has verified the accuracy and the authenticity of the data submitted for the collection;
3. The data presented in the summary reports and all warning messages in the edit error listing have been reviewed for accuracy; and
4. The accuracy and authenticity of the data submitted for the collection.

The electronically signed form is stored on a secured TEA server and a copy is emailed to the superintendent and to the LEA and ESC PEIMS Coordinators.

### **PEIMS Submission and Resubmission Policy**

**Local education agencies are required to send complete and accurate data, free of fatal errors, by the first submission deadline for each data collection as specified in the *PEIMS Submission and Resubmission Timelines*.**

The data must be approved by the superintendent and accepted by the LEA's Education Service Center PEIMS Coordinator before it can be accepted by TEA.

Failure to submit data for a collection will result in the LEA being referred to the TEA General Counsel for further action.

LEAs are not required to send a resubmission data file. The period between the first submission and the resubmission deadlines is an extension provided to LEAs to review their original submission for any errors and make corrections.

If an LEA does not submit a file during the resubmission window, or if the file is not free of fatal errors, TEA will use the data sent for the first submission.

Immediately following the closure of a collection the approved data is loaded to TEA databases and made available to agency staff for state and federal reporting. TEA programs use PEIMS data to create products such as Standard Reports and Core products, accountability reports, dropout reports, *Snapshot*, AEIS reports, and

School Report Cards. Any data not submitted by the submission or resubmission deadlines are excluded from these important products.

All LEAs must meet the published First Submission deadline for Collection 3. Resubmissions for Collection 3 are due by the published deadline, with the single exception of LEAs operating year-round schools. An LEA that provides year-round education is allowed to delay its one resubmission until two weeks following the end of its latest year-round school track, or until August 24, 2014, whichever comes first.

### ESC Contacts

Questions concerning the *Data Standards* or any of the above topics should be directed to the PEIMS Coordinator at the district's ESC. The coordinator will answer the question or call TEA, if necessary. **If the coordinator, or the coordinator's alternate, is not available at the ESC after a reasonable amount of time,** LEA personnel may call TEA directly at (512) 936-7346 for PEIMS questions and (512) 936-2622 for EDIT+ questions. An LEA should **always** attempt to contact the ESC before calling TEA.

### Education Service Center Responsibilities

ESCs are responsible for:

1. Assisting LEAs with their PEIMS data submissions to the EDIT+ system in order to meet published deadlines;
2. Using edit rules in the *PEIMS Data Standards* to review data submitted by LEAs;
3. Verifying that LEA submissions contain data for all categories required by the collections;
4. Insuring that all fatal errors are corrected;
5. Approving the data in the format specified in this section, by the specified due dates for each collection;
6. Notifying LEAs when the LEA PEIMS data have been approved and made available for further processing by TEA;
7. Submitting current, complete, and accurate ESC data for all categories required for the Fall and Midyear Collections;
8. Validating and editing ESC data according to edit rules in the *PEIMS Data Standards*; and
9. Delivering "fatal-free" corrected data on or before the due dates set by TEA.

**ESC Executive Directors** are responsible for submitting the electronic "Superintendent's Statement of Approval of Summary Report and Error Listing" (SAF) for each submission and resubmission based on the final review of the ESC's PEIMS data file.

The electronic signature (SAF) certifies:

1. The ESC has submitted all required data with zero fatal errors;
2. The ESC has verified the accuracy and the authenticity of the data submitted for the collection;
3. The data presented in the summary reports and all warning messages in the edit error listing have been reviewed for accuracy; and
4. The accuracy and authenticity of the data submitted for the collection.

The electronically signed form is stored on a secured TEA server and a copy is emailed to the executive director and ESC PEIMS Coordinators.

To facilitate accuracy and timely data delivery, the ESCs

1. Explain the overall data collection requirements for PEIMS and PID Enrollment Tracking (PET) to LEA personnel;
2. Train LEAs to adequately meet the data submission requirements; and
3. Train LEA personnel on PID error corrections in order to meet the PID Error Rate standard.

The ESC training covers:

1. Overall data flow;
2. Delivery schedules;
3. Data element definitions;
4. Data submission formats;
5. Editing requirements;
6. Correction cycles;
7. Approval of the summary report and error listing;
8. Operations of the Education Data Warehouse (EDW) data collection system;
9. Operations of the PID Enrollment Tracking (PET) system; and
10. PID corrections.

The ESCs play a consulting role to assist LEAs in preparing the data submissions and to ensure data quality and compliance with the schedules. The ESCs designate a contact person and an alternate who coordinate ESC assistance by:

1. Answering questions about the *Data Standards*;
2. Organizing the data submission schedules (PEIMS and PET);
3. Answering questions about the edit and summary reports;
4. Organizing the error correction schedule; and
5. Initiating final approval of the LEA's submission to TEA.

### **Special Instructions for Shared Services Arrangements**

An ESC that serves as a fiscal agent for a shared services arrangement reports the data for the shared services arrangement. The instructions for reporting shared services arrangement data found in Section 2 also apply for ESC fiscal agents.

### **Texas Education Agency Responsibilities**

The Texas Education Agency is responsible for:

1. Facilitating the instructional process;
2. Explaining the overall data requirements to ESC personnel; and
3. Assisting ESCs in understanding the data requirements.

To facilitate the validation process, TEA provides the ESCs, PEIMS software vendors, and LEAs with a standard editing and reporting system. The Ed-Fi Core and Texas Core Extension XML Schemas and validation reports, available through the Education Data Warehouse (EDW), ensure consistent use of business rules for data validation. Changes or additions to the *Data Standards* can be incorporated through modifications to the edit rules. Specifically, TEA provides:

- A common XML schema
- Edit criteria
- Edit code tables
- Validation Reports and
- User documentation and training to each Regional ESC.

There are three categories of edits. The first category produces a fatal error. Neither an LEA nor an ESC can mark "complete" a file with fatal error(s). A file with a fatal error(s) will not be accepted by TEA for a PEIMS collection and must be corrected. The second type of edit produces a special warning error. A special warning error indicates a discrepancy in the data that must be scrutinized carefully. In unusual situations, the data are correct. The third category of edit produces a Warning error, which indicates a possible error or inconsistency.

### **The Education Data Warehouse**

The Education Data Warehouse (EDW) is a single resource for Texas local education agencies, campuses and Education Service Centers to upload their data in a standard format for use with multiple applications. PEIMS is a web-based application through which LEAs, campuses, and ESC's submit their data for state reporting from the EDW, generate reports, review, validate, and certify the data for mandatory state reporting.

The PEIMS Data Mart is used to generate the LEA's data in the EDW that is required for state reporting, generate validation reports; determine fatal errors; derive data for state reporting, and establish consistent identification and demographic information through matching reported data values to the Person Identity Database (PID). User documentation is available within the application in the form of online help and reference guides

### **Access to PEIMS**

The PEIMS application is only available to authorized LEA, campus, and ESC staff. A TEA issued logon is required to access the application.

**Only Superintendents or** persons acting in the role and responsibility of a Superintendent may certify a PEIMS submission through the electronic Superintendent Approval Form (SAF). This responsibility may not be delegated or shared with a second person.