

2018-2019 **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) are required for the successful creation of the PEIMS database.

TEDS is based upon the Ed-Fi Core, a widely adopted, open-source data standard developed by the educational community. The Ed-Fi Data Core serves as the basis for collecting data in TSDS. Texas Core Extension is used when the foundational Ed-Fi Core does not accommodate a Texas specific requirement.

TEDS is based upon the exchange of XML formatted data in interchange schemas, a structured format for the transfer of this data. 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 schemas. These interchange schemas will allow users to load specific data sets to the Education Data Warehouse (EDW).

TSDS will use the interchange schemas to load the data to the EDW. The interchange schemas must be loaded in the following order. If a collection does not require an interchange, then skip to the next interchange.

- 1. InterchangeEducationOrganizationExtension
- 2. InterchangeEducationOrgCalendar
- 3. InterchangeMasterScheduleExtension
- 4. InterchangeStudentExtension
- 5. InterchangeStudentEnrollmentExtension
- 6. InterchangeStaffAssociationExtension
- 7. InterchangeStudentAttendanceExtension
- 8. InterchangeStudentDisciplineExtension
- 9. InterchangeStudentTranscriptExtension
- 10. InterchangeStudentProgramExtension
- 11. InterchangeSSAOrganizationAssociationExtension
- 12. InterchangeFinanceExtension
- 13. InterchangeStudentRestraintEventExtension

The submission descriptions for the data collections are divided as follows:

- PEIMS 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.
- PEIMS Collection 2 is a report of actual financial data for the prior school year.
- PEIMS Collection 3 includes yearlong student attendance, course completion, disciplinary actions, restraint events, course sections, and teacher class assignments.
- PEIMS Collection 4 includes student extended year services, flexible attendance, and dual credit course completion.

# **General Requirements:**

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

## **XML File Naming 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 | 8-10         | 11 | 12-20              | 21 | 22-33     | 34 | 35*         |
|-------------|------------------|---|--------------|----|--------------------|----|-----------|----|-------------|
| Description | District<br>Code | _ | Campus<br>ID | _  | Collection<br>Code | _  | Timestamp | -  | Interchange |

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

**Campus ID:** The Campus ID is used when the file that is being loaded contains data for one campus. If the file contains data for more than one campus or for all campuses, the value Campus ID is '000'. (3 digits in length)

**Collection Code -** The collection code is a character string that uniquely identifies the data collection. (9 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 five characters of the Collection Code shall indicate the type of data being submitted. Currently, the possible values are:

"FALL1" which represents the PEIMS Fall First Submission.

"FALL2" which represents the PEIMS Fall Resubmission.

"FALL3" which represents the PEIMS Fall Working Collection.

"MDYR1" which represents the PEIMS Mid-Year First Submission.

"MDYR2" which represents the PEIMS Mid-Year Resubmission.

"MDYR3" which represents the PEIMS Mid-Year Working Collection.

"SUMR1" which represents the PEIMS Summer First Submission.

"SUMR2" which represents the PEIMS Summer Resubmission.

"SUMR3" which represents the PEIMS Summer Working Collection.

"EXYR1" which represents the PEIMS Extended-Year First Submission.

"EXYR2" which represents the PEIMS Extended-Year Resubmission.

"EXYR3" which represents the PEIMS Extended-Year Working Collection.

**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.

## **Examples:**

227950\_000\_2014FALL1\_201310271015\_InterchangeStaffAssociationExtenstion.xml = 2013-2014 Fall First Submission Collection Staff Association Interchange for Region XIII.

227901\_000\_2014FALL1\_201310271015\_InterchangeStudentExtension.xml = 2013-2014 Fall First Submission Collection Student Interchange for Austin ISD.

227901\_002\_2014FALL1\_201310271015\_InterchangeStudentExtension.xml = 2013-2014 Fall First Submission Collection Student Interchange for Austin High School in Austin ISD.

# **XML File Header Requirements**

1. For each xml file submitted to the EDW, the header must read as follows in order to process correctly:

<?xmlversion="1.0" encoding="UTF-8"?> xsi:schemaLocation=" Exact Interchange Name] . xsd"
xmlns="http://www.tea.state.tx.us/tsds" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"

### **Example:**

<InterchangeStudentEnrollment xsi:schemaLocation="http://www.tea.state.tx.us/tsds
InterchangeStudentEnrollmentExtension.xsd" xmlns="http://www.tea.state.tx.us/tsds"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">

#### **Data Load Timelines**

The timelines for loading data to the ODS are outlined as follows:

PEIMS load times are not limited. You will be able to load PEIMS data to the ODS at any time.

### **Hardware Requirements**

To load data to the EDW, a server is needed to store the interchange xml files that are extracted from the LEAs source systems (i.e., SIS, HR, Finance, Assessment, etc.). This server is required to meet the minimum specifications as outlined below. This does NOT need to be a dedicated server. It can be shared for other purposes.

- Minimum Server Specifications:
  - o T1 line or greater bandwidth
  - o Windows XP or above 32 bit
  - o Processor speed 2 GHZ or higher
  - o RAM at least 2 GB
  - o Disk space at least 15 GB available

# **Interchange Schemas with Associated Complex Types Chart**

The following chart provides the list in the order to submit the PEIMS interchange schema(s) and associated complex types for the indicated PEIMS data collections.

|  |  |                        | PEIMS |    |     |           |  |  |  |
|--|--|------------------------|-------|----|-----|-----------|--|--|--|
|  |  |                        | 1     | 2  | 3   | 4         |  |  |  |
| Complex Type                                       | Description  | Category               | Fall  | MY | SUM | E         |  |  |  |
| terchangeEducationOrganizationExtension            |  |                        |       |    |     |           |  |  |  |
| 10005 - EducationServiceCenter                     | Education Service Center   | Education Organization | Υ     | Υ  |     |           |  |  |  |
| 10010 - LocalEducationAgencyExtension              | School District and Charter Schools  | Education Organization | Υ     | Υ  | Υ   |           |  |  |  |
| 10020 - School                                     | Campus   | Education Organization | Υ     | Υ  | Υ   |           |  |  |  |
| 10040 - ClassPeriod                                | Class Periods  | Education Organization |       |    | Υ   |           |  |  |  |
| 10070 - Course                                     | Campus Course Section  | Education Organization | Υ     |    | Υ   |           |  |  |  |
| terchangeEducationOrgCalendarExtension             |  |                        |       |    |     |           |  |  |  |
| 10200 - CalendarDateExtension                      | Day in the School Calendar   | Education Organization |       |    | Υ   |           |  |  |  |
| 10200 - ReportingPeriodExtension                   | Reporting Period   | Education Organization |       |    | Υ   |           |  |  |  |
| terchangeMasterScheduleExtension                   |  |                        |       |    |     |           |  |  |  |
| 10050 - CourseOffering                             | Campus Course Offerings  | Education Organization |       |    | Υ   |           |  |  |  |
| 10050 - SectionExtension                           |  | Campus Course          |       |    | Υ   |           |  |  |  |
|  |  | Section Education      |       |    |     |           |  |  |  |
|  |  | Organization Student   |       |    |     |           |  |  |  |
| erchangeStudentExtension                           |  | •                      | •     | •  | •   |           |  |  |  |
| 49010 - StudentExtension                           | Student ID and Demographics  | Student                | Υ     |    | Υ   |           |  |  |  |
| erchangeStudentEnrollmentExtension                 |  |                        |       |    |     |           |  |  |  |
| 40110 - StudentSchoolAssociationExtension          | Campus Enrollment and Withdrawal   | Student                | Υ     |    | Υ   |           |  |  |  |
| 40110 - StudentSectionAssociation                  | Student Section Enrollment   | Campus Course          |       |    | Υ   |           |  |  |  |
|  |  | Section Student        |       |    |     |           |  |  |  |
| 40170 - CareerAndTechnicalEducationCourseExtension | Student Career and Technical   | Student                | Υ     |    |     | $\dagger$ |  |  |  |
|  | Education (CTE) Course   |                        |       |    |     |           |  |  |  |
| 40203 - SchoolLeaverExtension                      | Student leavers in grades 7-12 during the prior school year                                | Student                | Υ     |    |     |           |  |  |  |
| 48011 - StudentGraduationProgramExtension          | Students that are pursuing a graduation program such as the Foundation High School Program | Student                | Y     |    | Y   |           |  |  |  |

|  |   |                               |      | PEI | IMS |    |
|--|---|-------------------------------|------|-----|-----|----|
|  |   |                               | 1    | 2   | 3   | 4  |
| Complex Type   | Description   | Category                      | Fall | MY  | SUM | EY |
| InterchangeStaffAssociationExtension                         |   |                               |      |     |     |    |
| 30040 - StaffExtension                                       | Staff ID and Demographics   | Staff                         | Y    |     | Υ   |    |
| 30050 -<br>StaffEducationOrgEmploymentAssociationExtension   | Staff Employment - Payroll Summary  | Staff                         | Y    |     | Y   |    |
| 30090 - StaffResponsibilitiesExtension                       | Staff associated with their responsibilities within the LEA and/or school | Staff                         | Y    |     |     |    |
| 30305 - TeacherSectionAssociationExtension                   | Teacher Section Assignment  | Teacher Section<br>Assignment |      |     | Υ   |    |
| 30055 - ContractedInstructionalStaffFTEExtension             | Number Contract Staff by Program Intent                                   | Staff                         | Y    |     |     |    |
| 30060 - PayrollExtension                                     | Staff Pay   | Staff                         | Υ    |     |     |    |
| InterchangeStudentAttendanceExtension                        |   |                               |      |     |     |    |
| 42400 - BasicReportingPeriodAttendanceExtension              | Student Basic Attendance by Reporting Period                              | Student                       |      |     | Y   |    |
| 42401 -<br>SpecialProgramsReportingPeriodAttendanceExtension | Student Special Programs Attendance by Reporting Period                   | Student                       |      |     | Y   | Y  |
| InterchangeStudentDisciplineExtension                        |   |                               |      |     |     |    |
| 44425 - DisciplineIncidentExtension                          | Student Disciplinary Action Reason  | Student                       |      |     | Y   |    |
| 44425 - StudentDisciplineIncidentAssociationExtension        | Student Disciplinary Incident   | Student                       |      |     | Υ   |    |
| 44425 - DisciplineActionExtension                            | Student Disciplinary Action   | Student                       |      |     | Υ   |    |
| InterchangeStudentTranscriptExtension                        |   |                               |      |     |     |    |
| 43415 - StudentAcademicRecord                                | Student Course Completion   | Student                       |      |     | Υ   | Υ  |
| 43415 - CourseTranscriptExtension                            | Student Course Completion   | Student                       |      |     | Υ   | Υ  |
| InterchangeStudentProgramExtension                           |   |                               |      |     |     |    |
| 40110 - StudentProgramExtension                              | Student Programs  | Student                       | Υ    |     | Υ   | Υ  |
| 41169 - StudentCTEProgramAssociationExtension                | Student CTE Program   | Student                       | Υ    |     |     |    |
| 42408 - StudentESYProgramAssociationExtension                | Student ESY Program   | Student                       |      |     |     | Υ  |
| 41163 - StudentSpecialEdProgramAssociationExtension          | Student Special Ed Program  | Student                       | Υ    |     |     |    |
| 41461 - StudentTitleIPartAProgramAssociationExtension        | Student Title I Part A Program  | Student                       | Υ    |     | Υ   |    |

|  |   |                        |      | PEI | MS  |    |
|--|---|------------------------|------|-----|-----|----|
|  |   |                        | 1    | 2   | 3   | 4  |
| Complex Type                                   | Description                             | Category               | Fall | MY  | SUM | EY |
| InterchangeSSAOrganizationAssociationExtension |   |                        |      |     |     |    |
| 10011 - SSAOrgAssociationExtension             | Shared Service Arrangement Fiscal Agent | Education Organization | Y    | Y   |     |    |
| InterchangeFinanceExtension                    |   |                        |      |     |     |    |
| 20032 - ActualExtension                        | Educational Organization's Actuals      | Finance                |      | Y   |     |    |
| 20030 - BudgetExtension                        | Educational Organization's Budget       | Finance                | Υ    |     |     |    |
| 20033 - SharedServiceArrangementExtension      | Shared Service Arrangement Members      | Finance                |      | Υ   |     |    |
| InterchangeStudentRestraintEventExtension      |   |                        |      |     |     |    |
| 45435 - RestraintEventExtension                | Student Restraint Event                 | Student                |      |     | Y   |    |

# **Data Category with Associated Complex Types Chart**

The following chart provides a list of the PEIMS complex types and the associated interchange schema(s).

|   |   |   |      | PEII | MS  |    |
|---|---|---|------|------|-----|----|
|   |   |   | 1    | 2    | 3   | 4  |
| Complex Type  | Description                             | Interchange Schema                              | Fall | MY   | SUM | EY |
| <b>Education Organization Category</b>                  |   |   |      |      |     |    |
| 10005 - EducationServiceCenter                          | Education Service Center                | InterchangeEducationOrgani zationExtension      | Y    | Υ    |     |    |
| 10010 - LocalEducationAgencyExtension                   | School District and Charter Schools     | InterchangeEducationOrgani zationExtension      | Υ    | Υ    | Y   | Υ  |
| 10011 - SSAOrgAssociationExtension                      | Shared Service Arrangement Fiscal Agent | InterchangeSSAOrganization AssociationExtension | Y    | Y    |     |    |
| 10020 - School  | Campus                                  | InterchangeEducationOrgani zationExtension      | Υ    | Y    | Y   | Y  |
| 10040 - ClassPeriod                                     | Class Periods                           | InterchangeEducationOrgani zationExtension      |      |      | Υ   |    |
| 10050 - SectionExtension                                | Course Sections                         | InterchangeMasterSchedule Extension             |      |      | Y   | Y  |
| 10050 - CourseOffering                                  | Campus Course Offerings                 | InterchangeMasterSchedule Extension             |      |      | Y   | Y  |
| 10070 - Course  | Campus Course Section                   | InterchangeEducationOrgCal endarExtension       | Y    |      | Υ   | Υ  |
| 10200 - CalendarDateExtension                           | Day in the School Calendar              | InterchangeEducationOrgCal endarExtension       |      |      | Y   |    |
| 10200 - ReportingPeriodExtension                        | Reporting Period                        | InterchangeEducationOrgCal endarExtension       |      |      | Y   |    |
| Finance Category  |   |   |      |      |     |    |
| 20030 - BudgetExtension                                 | Educational Organization's Budget       | InterchangeFinanceExtensio n                    | Y    |      |     |    |
| 20032 - ActualExtension                                 | Educational Organization's Actuals      | InterchangeFinanceExtensio n                    |      | Y    |     |    |
| 20033 -SharedServiceArrangementExtension                | Shared Service Arrangement Members      | InterchangeFinanceExtensio n                    |      | Y    |     |    |
| Staff Category  |   |   |      |      |     |    |
| 30040 - StaffExtension                                  | Staff ID and Demographics               | InterchangeStaffAssociationE xtension           | Y    |      | Y   |    |
| 30050 - StaffEducationOrgEmploymentAssociationExtension | Staff Employment - Payroll Summary      | InterchangeStaffAssociationE xtension           | Y    |      | Y   |    |

|   |  |  |      | PEIN | /IS |    |
|---|--|--|------|------|-----|----|
|   |  |  | 1    | 2    | 3   | 4  |
| Complex Type  | Description  | Interchange Schema                     | Fall | MY   | SUM | EY |
| 30055 - ContractedInstructionalStaffFTEExtension      | Number Contract Staff by Program Intent  | InterchangeStaffAssociationE xtension  | Υ    |      |     |    |
| 30060 - PayrollExtension                              | Staff Pay  | InterchangeStaffAssociationE xtension  | Υ    |      |     |    |
| 30090 - StaffResponsibilitiesExtension                | Staff associated with their responsibilities within the LEA and/or school                  | InterchangeStaffAssociationE xtension  | Υ    |      |     |    |
| 30305 - TeacherSectionAssociationExtension            | Teacher Section Assignment   | InterchangeStaffAssociationE xtension  |      |      | Y   |    |
| Student Category                                      |  | .                                      |      |      |     |    |
| 40100 - StudentExtension                              | Student ID and Demographics  | InterchangeStudentExtension            | Υ    |      | Y   | Υ  |
| 40110 - StudentSchoolAssociationExtension             | Campus Enrollment and Withdrawal   | InterchangeStudentEnrollme ntExtension | Υ    |      | Y   | Υ  |
| 40110 - StudentSectionAssociation                     | Student Section Enrollment   | InterchangeStudentEnrollme ntExtension |      |      | Υ   | Υ  |
| 40110 - StudentProgramExtension                       | Student Programs   | InterchangeStudentProgram Extension    | Υ    |      | Y   | Υ  |
| 40170 - CareerAndTechnicalEducationCourseExtension    | Student Career and Technical Education (CTE) Course  | InterchangeStudentEnrollme ntExtension | Υ    |      |     |    |
| 40203 - SchoolLeaverExtension                         | Student leavers in grades 7-12 during the prior school year                                | InterchangeStudentEnrollme ntExtension | Υ    |      |     |    |
| 48011 - StudentGraduationProgramExtension             | Students that are pursuing a graduation program such as the Foundation High School Program | InterchangeStudentEnrollme ntExtension | Υ    |      | Y   |    |
| 41169 - StudentCTEProgramAssociationExtension         | Student CTE Program  | InterchangeStudentProgram Extension    | Υ    |      |     |    |
| 41163 - StudentSpecialEdProgramAssociationExtension   | Student Special Ed Program   | InterchangeStudentProgram Extension    | Y    |      |     |    |
| 41461 - StudentTitleIPartAProgramAssociationExtension | Student Title I Part A Program   | InterchangeStudentProgram Extension    | Υ    |      | Y   |    |
| 42400 - BasicReportingPeriodAttendanceExtension       | Student Basic Attendance by Reporting Period   | InterchangeStudentAttendan ceExtension |      |      | Y   |    |

|  |   |  |           | PEIN    | ИS       |         |
|--|---|--|-----------|---------|----------|---------|
| Complex Type   | Description   | Interchange Schema                         | 1<br>Fall | 2<br>MY | 3<br>SUM | 4<br>EY |
| 42401 -SpecialProgramsReportingPeriodAttendanceExtension | Student Special Programs Attendance by Reporting Period | InterchangeStudentAttendan ceExtension     |           |         | Y        | Y       |
| 42408 - StudentESYProgramAssociationExtension            | Student ESY Program                                     | InterchangeStudentProgram Extension        |           |         |          | Υ       |
| 43415 - CourseTranscriptExtension                        | Student Course Completion                               | InterchangeStudentTranscri ptExtension     |           |         | Y        | Υ       |
| 43415 - StudentAcademicRecord                            | Student Academic Record                                 | InterchangeStudentTranscri ptExtension     |           |         | Y        | Y       |
| 44425 – StudentDisciplineIncidentAssociation Extension   | Student Disciplinary Incident                           | InterchangeStudentDisciplin eExtension     |           |         | Y        |         |
| 44425 - DisciplineActionExtension                        | Student Disciplinary Action                             | InterchangeStudentDisciplin eExtension     |           |         | Y        |         |
| 44425 - DisciplineIncidentExtension                      | Student Disciplinary Action Reason                      | InterchangeStudentDisciplin eExtension     |           |         | Y        |         |
| 45435 - RestraintEventExtension                          | Student Restraint Event                                 | InterchangeStudentRestraint EventExtension |           |         | Y        |         |
| Campus Course Section Category                           |   |  |           |         |          |         |
| 50300 - SectionExtension                                 | Course Sections   | InterchangeMasterSchedule Extension        |           |         | Y        | Υ       |
| 50300 - StudentSectionAssociation                        | Student Section Enrollment                              | InterchangeStudentEnrollme ntExtension     |           |         | Y        | Y       |
| 50300 - TeacherSectionAssociationExtension               |   | InterchangeStaffAssociationE xtension      |           |         | Y        |         |

| 2018-2019 Submission and Resubmission Timelines                         |                           |  |  |  |  |
|---|---------------------------|--|--|--|--|
| TSDS Collections  |                           |  |  |  |  |
| TSDS ready to load data to eDM  | August 6, 2018            |  |  |  |  |
| TSDS PEIMS Collections  |                           |  |  |  |  |
| All TSDS PEIMS Collections ready for users to load data to eDM          | August 6, 2018            |  |  |  |  |
| All TSDS PEIMS Collections ready for users to promote data              | August 6, 2018            |  |  |  |  |
| Fall (Collection 1)   |                           |  |  |  |  |
| Close of school-start window - Last Friday in September                 | September 28, 2018        |  |  |  |  |
| Snapshot Date   | October 26, 2018          |  |  |  |  |
| TSDS PEIMS ready for users to complete, approve, and accept submissions | October 29, 2018          |  |  |  |  |
| Requests to retire Unique IDs due at TEA                                | November 30, 2018         |  |  |  |  |
| First submission due date for LEAs and ESCs                             | December 6, 2018          |  |  |  |  |
| Requests to retire Unique IDs due at TEA                                | January 11, 2019          |  |  |  |  |
| Resubmission due date for LEAs and ESCs                                 | January 17, 2019          |  |  |  |  |
| Data available to customers   | February 14, 2019         |  |  |  |  |
| Midyear (Collection 2)  |                           |  |  |  |  |
| TSDS PEIMS ready for users to complete, approve, and accept submissions | December 17, 2018         |  |  |  |  |
| First submission due date for LEAs and ESCs                             | January 24, 2019          |  |  |  |  |
| Resubmission due date for LEAs and ESCs                                 | February 7, 2019          |  |  |  |  |
| Data available to customers   | February 28, 2019         |  |  |  |  |
| Summer (Collection 3)   |                           |  |  |  |  |
| TSDS PEIMS ready for users to complete, approve, and accept submissions | May 20, 2019              |  |  |  |  |
| Requests to retire Unique IDs due at TEA                                | June 14, 2019             |  |  |  |  |
| First submission due date for LEAs                                      | June 20, 2019             |  |  |  |  |
| Requests to retire Unique IDs due at TEA                                | July 12, 2019             |  |  |  |  |
| Resubmission due date for LEAs*   | July 18, 2019 *           |  |  |  |  |
| Data available to customers   | <b>September 13, 2019</b> |  |  |  |  |
| Extended Year (Collection 4)  |                           |  |  |  |  |
| TSDS PEIMS ready for users to complete, approve, and accept submissions | August 5, 2019            |  |  |  |  |
| Requests to retire Unique IDs due at TEA                                | August 23, 2019           |  |  |  |  |
| First submission due date for LEAs                                      | August 29, 2019           |  |  |  |  |
| Requests to retire Unique IDs due at TEA                                | September 13, 2019        |  |  |  |  |
| Resubmission due date for LEAs*   | September 19, 2019        |  |  |  |  |
| Data available to customers   | October 17, 2019          |  |  |  |  |
|   |                           |  |  |  |  |

<sup>\*</sup> LEAs registered with TEA with year-round tracks ending later than June 20, 2019 may delay resubmission until two weeks following completion of the latest year-round track or August 15, 2019, whichever comes first. However, the initial data delivery for submission 3 must still be made by June 20, 2019, for all LEAs. In no case will any resubmission be processed after August 15, 2019. Corrections made beyond August 15, 2019 will be handled by State Funding.

# **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 PEIMS 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.

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

The electronic signature (SOA) certifies:

- 1. The LEA has submitted all required PEIMS data with zero fatal errors;
- 2. The LEA has verified the accuracy and the authenticity of the PEIMS data submitted for the collection;
- 3. The PEIMS 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 PEIMS 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 PEIMS data, free of fatal errors, by the first submission deadline for each data collection as specified in the *PEIMS Submission and Resubmission Timelines*.

The PEIMS 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 PEIMS 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 PEIMS 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 PEIMS data sent for the first submission.

Immediately following the closure of a collection, the approved PEIMS 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 PEIMS 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 15, 2019, whichever comes first.

### **ESC Contacts**

Questions concerning the TSDS Texas Education Data Standards (TEDS) or any of the above topics should be submitted through the TSDS Incident Management System (TIMS).

#### **EDUCATION SERVICE CENTER RESPONSIBILITIES**

ESCs are responsible for:

- 1. Assisting LEAs with their PEIMS data submissions to the TSDS PEIMS system in order to meet published deadlines:
- 2. Using edit rules in the TEDS to review data submitted by LEAs;
- 3. Verifying that LEA submissions contain PEIMS data for all categories required by the collections;
- 4. Insuring that all fatal errors are corrected;
- 5. Approving the PEIMS data in the format specified in this section, by the specified due dates for each collection:
- 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 PEIMS data for all categories required for the Fall and Midyear Collections;
- 8. Validating and editing ESC PEIMS data according to edit rules in the TEDS; and
- 9. Delivering "fatal-free" corrected PEIMS 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" (SOA) for each submission and resubmission based on the final review of the ESC's PEIMS data file.

The electronic signature (SOA) certifies:

- 1. The ESC has submitted all required PEIMS data with zero fatal errors;
- 2. The ESC has verified the accuracy and the authenticity of the PEIMS data submitted for the collection;
- 3. The PEIMS 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 PEIMS 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 PEIMS data delivery, the ESCs

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

# The ESC training covers:

- 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 UID Enrollment Tracking system
- 10. TSDS Unique ID corrections

The ESCs play a consulting role to assist LEAs in preparing the PEIMS 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 Texas Education Data Standards;
- 2. Organizing the data submission schedules (PEIMS and UID Enrollment Tracking);
- 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 TEDS 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 Unique ID Database (UID). User documentation is available within the application in the form of online help and reference guides

2018-2019 Texas Education Data Standards Section 8.1 – PEIMS Data Submission Specifications & Responsibilities Preliminary Version 2019.0.0

# **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 Statement of Approval (SOA). This responsibility may not be delegated or shared with a second person.