REVIEWING YOUR CAMPUS PEIMS FALL EDIT+ REPORTS
(Secondary Schools)

The following 2016-2017 PEIMS Fall Submission reports are available on MyData Portal for your review:

1. Snapshot Enrollment Summary and Roster
2. PID Enrollment Tracking: PET Statement of Discrepancies
3. Leaver Summary
4. Dropout Roster
5. Non-Dropout Non-Graduate Leaver Roster
6. Graduates Summary and Roster (high schools only)

The data used to generate the Snapshot and Leaver reports was extracted from the Chancery student system and is effective as of the official PEIMS snapshot date, Friday, October 28.

*If you are a fairly large school, I suggest not printing the detail roster unless it is determined that after reviewing the summary, individual student information needs to be examined. As an alternative, if needed, you can share the report electronically instead of printing. As always, be aware of confidentiality of this detail report as well as all leaver, dropout and graduates reports.*

You have already completed the Round 2 review and these reports should reflect any corrections you made from that review.

The appropriate staff at your school should take one more look at the reports for any remaining discrepancies. The following pages of instruction contain more explanation for each report. If any additional data corrections need to be made, they must be made at the student level to the Chancery student system. Any enrollment and special program corrections (such as GT or special education) must be effective October 28 or they will not be incorporated into the PEIMS extracts.

**IMPORTANT NOTE:** An important thing to keep in mind is that the snapshot summary and roster are effective October 28. Any Chancery or Exceed report run effective today or any other day will not match exactly due to the timing but they will be reasonably close.

When the review is complete, the principal’s signature is required on the Principal’s Signature Sheet. The signature sheet and PID documents may be either (1) scanned and emailed to PEIMS-Staff@DallasISD.org, (2) delivered to either the PEIMS department (room 804 of the HB Bell School Support Service Center, 2909 N. Buckner) or (3) delivered to Student Records (room 203 of the administration building). **DO NOT RETURN YOUR SNAPSHOT ENROLLMENT SUMMARY OR ROSTER UNLESS YOU HAVE MARKED CORRECTIONS TO THE ROSTER. YOU CANNOT MARK CORRECTIONS ON THE SUMMARY. EVERYTHING MUST BE NOTED AT THE STUDENT LEVEL.**

Everything is due by Friday, December 16.

Any questions may be directed to Peggy Sullivan, 972-925-6462.
SNAPSHOT ENROLLMENT SUMMARY

“TSDS PEIMS DISAGGREGATION OF PEIMS STUDENT DATA”

The PEIMS Disaggregation report is a summary of all students enrolled at your school on Friday, October 28, 2016. Any students enrolled after that date or withdrawn before that date are not included.

PRIMARY ITEMS FOR YOU TO REVIEW ON THIS REPORT

1. Enrollment Counts by Grade, Sex and Ethnicity

If you have been able to keep up with all enrollments and withdrawals and with the basic entry of demographic data, these counts, under normal circumstances, should be accurate. Check for discrepancies such as:

- students with a grade level outside the norm for the school
- a high number of students in an unexpected ethnicity, such as American Indian

For your information, Ethnicity is determined using the following logic:

- If the Federal Ethnicity is “Hispanic or Latino”, the student’s ethnicity is Hispanic, no matter what the race selection is.
- If the Federal Ethnicity is “Not Hispanic or Latino”, then the Federal Race is examined. If two or more races are selected, the ethnicity is “Two Or More”. If only one federal race is selected, the ethnicity is that one specific race.

2. LEP, Bilingual and ESL

Data entered into the student’s LPAC Meeting is the basis for these counts. Your LPAC chair should review these counts against Chancery LPAC reports for reasonableness.

3. Gifted and Talented

Data entered by the Gifted and Talented (GT) teachers is the basis for these counts. Your GT coordinator should review the count and compare against Chancery GT reports for reasonableness.

4. Special Education

Data entered by Special Ed staff into the Exceed system is interfaced to Chancery where it is then used for the PEIMS extracts. Your Special Ed coordinator should review the count and compare against Exceed reports for reasonableness.

5. Military Connect and Foster

If you know you enrolled some military-connected or foster students, the counts will be reflected here.

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OTHER ITEMS TO REVIEW ON THE REPORT FOR REASONABLENESS

1. At Risk: The only at risk indicator entered by school staff is Homeless. All other indicators are programmatically determined, such as low-performing standardized test results.
2. Economic Disadvantaged: Determined by lunch program status from 2013-2014 year (the base year of the new CEP lunch program) for students with continuous enrollment since then, results from the Socioeconomic Form, results from the PK enrollment form or if the student’s family was identified by an automated process by Food & Child Nutrition Services (family identified by the state to be receiving financial assistance).
3. Career and Technical: Determined by participation in CTE courses
4. Title I: Determined by school type.
5. Immigrant and Migrant: Determined by country of birth as well as other data entry done by the Intake Center. Review your Certify Scorecard to ensure all students have a country of birth entered.
6. If you correctly entered your out of district transfer student data, you will see the count under ADA Eligibility (codes 3 and 6).
7. Homeless/Unaccompanied Youth: Data entered by Homeless Education Program based on Student Residency Questionnaire. Unaccompanied Youth – code 3 indicates student is with parent/guardian, code 4 indicates student is not.

ITEMS WHICH CAN BE IGNORED

1. PK Program Code
2. Primary PK Funding Source
3. Secondary PK Funding Source
SNAPSHOT ENROLLMENT ROSTER

“TSDS PEIMS STUDENT PROGRAM ROSTER”

If you are a fairly large school, I suggest not printing the student roster unless it is determined that after reviewing the summary, individual student information needs to be examined. If needed, as an alternative you can share the report electronically instead of printing. As always, be aware of confidentiality of the detail roster.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Unique ID</th>
<th>Local ID</th>
<th>Student ID</th>
<th>Gen</th>
<th>Ethnicity</th>
<th>Race</th>
<th>DOB</th>
<th>As of At</th>
<th>Ti 1</th>
<th>SE</th>
<th>GT</th>
<th>CTE</th>
<th>M</th>
<th>L</th>
<th>At Risk</th>
<th>Eco Dis</th>
<th>Mil Con</th>
<th>Foster Care</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>M</td>
<td>H, W</td>
<td>00/03/2001</td>
<td>B</td>
<td>00</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>M</td>
<td>H, I</td>
<td>09/01/2001</td>
<td>B</td>
<td>00</td>
<td>6</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Gen: Generation code (example, code 1 is “Jr”)

Eth/Race: See summary instructions for more information about Eth/Race

At: Ignore

As Of: Ignore

At: Should all be “00” except out of district transfer students (code “06”)

Ti 1: Title I code (see summary report for code values)

SE: Special Education

GT: Gifted and Talented

CTE: Career & Technical – ignore

Mig: Migrant

LEP: Limited English Proficient

At Rs: At Risk

Eco Dis: Economic Disadvantage

Mil Con: Military Connected

Fost Care: Foster Care
TSDS PEIMS SCHOOL LEAVER SUMMARY

The School Leaver Summary report is a summary of all students who were enrolled at your school during 2015-2016 and did not return for 2016-2017. This report does not include “Verified Mover” students (withdrawn to enroll in another Texas public or charter school). The percents listed on this report are not your dropout rates; they indicate the percent by reason of the total leavers. The following included reports are the detail supporting this summary:

DROPOUT ROSTER

The Dropout Roster lists all students who were last enrolled in 2015-2016 at your school and have been withdrawn for a dropout reason. This report mirrors the Chancery PEIMS Previous Year Potential Dropouts roster. If there are students on this report whose status is known to not be a dropout, the appropriate correction should be made to the Chancery student system. It is not necessary to validate all the Prior Year Data listed on this report (Special Education, Economic Disadvantage, etc.).

LEAVER ROSTER

The Non-Dropout Non-Graduate Leaver Roster lists all students who were last enrolled in 2015-2016 at your school and have been withdrawn for a non-dropout reason. This report mirrors the Chancery Leaver Mover roster. Documentation supporting the leaver reason for these students was to have been reviewed during Round 2. If a student’s status is still in question or more verification remains to be done, this is the time to complete the review. If a student’s leaver reason needs to be changed, the appropriate correction should be made to the Chancery student system. It is not necessary to review the Grade, Sex, Eth/Race, Migrant or As-Of Status codes. The report lists the leaver reason code, not the reason description. The descriptions are as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td>Died While Enroll/Sum Break</td>
</tr>
<tr>
<td>16</td>
<td>Return to Family Home Cntry</td>
</tr>
<tr>
<td>24</td>
<td>College, Pursue Degree F/T</td>
</tr>
<tr>
<td>60</td>
<td>Home Schooled</td>
</tr>
<tr>
<td>66</td>
<td>Removed Child Protect Serv</td>
</tr>
<tr>
<td>81</td>
<td>Enroll TX Private School</td>
</tr>
<tr>
<td>82</td>
<td>Enroll School Outside TX</td>
</tr>
<tr>
<td>83</td>
<td>Not Entitled to Enroll</td>
</tr>
<tr>
<td>85</td>
<td>Grad Out TX, Return, Left</td>
</tr>
<tr>
<td>86</td>
<td>GED Outside of Texas</td>
</tr>
<tr>
<td>87</td>
<td>University HS Diploma</td>
</tr>
<tr>
<td>88</td>
<td>GED, Court-Order, Not Earned</td>
</tr>
<tr>
<td>89</td>
<td>Incarcerated as Adult</td>
</tr>
<tr>
<td>90</td>
<td>Grad Other State/Military</td>
</tr>
</tbody>
</table>

GRADUATES SUMMARY AND DETAIL ROSTER (high schools only)

These are a summary and roster of your school’s 2015-2016 graduates and should be reviewed accordingly. Any corrections must be handled through established procedures. Contact your IT-School Administration Services coordinator for assistance.
PID ENROLLMENT TRACKING: PET Statement of Discrepancies

This report lists students enrolled in your school this year who have a discrepancy between demographic data on Chancery as compared to the state demographic database (the PID). For each student listed on this report indicated by the Source of “PET” in the first column, provide a copy of the birth certificate and the SSN card. If one is not available, note that on the report.