

# **PEIMS SPRING REVIEW INSTRUCTIONS**

## **All Schools**

The PEIMS Spring Review focuses on:

- **PID Errors - PID Enrollment Tracking PET Statement of Discrepancies.** This happens when a student's name, birthdate, SSN/State ID on Chancery SMS do not match the state PID demographic database. Remember, whenever you update a student's information on Chancery SMS, you need to be sure and notify the PEIMS department so we can update the PID database and keep everything in synch.
- **Duplicate Enrollment - PID Enrollment Tracking PET Presumed Duplicate Student Report for Enrollment.** This can occur for a variety of reasons such as a student enrolls in another district before notifying us they have withdrawn, so our withdrawal date is after the new school's enrollment date.

## **Secondary Schools**

For the spring review you should also begin clearing up your current year dropouts. Print the report on Chancery SMS by:

- Reports -> PEIMS -> DISD Current Year Potential Dropouts

If you have supporting documentation for any student on this list to update the withdrawal status to a non-dropout reason, do so at this time. If you are unsure how to make the correction on Chancery SMS, contact Peggy Sullivan or your School Administration Services team. **Do not return any withdrawal documentation to the PEIMS department. All documentation is to be retained at your school.**

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When the review is complete, have your principal sign the Principal's Signature Sheet.

The signature sheet and PID and PET documents may be either (1) scanned and emailed to [PEIMS-Staff@DallasISD.org](mailto:PEIMS-Staff@DallasISD.org), (2) delivered to the Dallas Education Center (NCX building) at 9400 N Central Expressway, 10<sup>th</sup> floor or (3) bring to the Registrar/Elementary Data Controller meeting on March 22 hosted by School Leadership.

**Due date: Thursday, March 22.**

Any questions may be directed to Peggy Sullivan, (972) 925-6462.

***Data Controller or Registrar: Send an email to [Sullivan@dallasisd.org](mailto:Sullivan@dallasisd.org) before the deadline to be entered a gift card drawing!***

## PEIMS 2017-2018 SPRING REVIEW

### PRINCIPAL'S SIGNATURE SHEET

- ☐ Students on the **PET PID Statement of Discrepancies** report have been researched.  
*Appropriate documentation will be submitted to the PEIMS department.*
- ☐ Students on the **PET Presumed Duplicate Student Report for Enrollment** have been reviewed.  
*Appropriate documentation will be submitted to the PEIMS department.*
- ☐ SECONDARY SCHOOLS ONLY: Students on the **Current Year Potential Dropout** report have been reviewed. Actions to correct data have been taken or initiated. *This document is retained at my campus.*

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Printed Name

\_\_\_\_\_  
Org #

\_\_\_\_\_  
School Name

Return the principal's signature sheet with PET and PID documents to either

- Scan and email [PEIMS-Staff@DallasISD.org](mailto:PEIMS-Staff@DallasISD.org), OR
- Deliver to PEIMS, Dallas Education Center (NCX building), 9400 N Central Expressway, 10<sup>th</sup> floor, OR
- Bring to the March 22 Registrar and Elementary Data Controller meeting hosted by School Leadership

**DEADLINE: March 22, 2018**

## PID Enrollment Tracking: PET Statement of Discrepancies Report

PID discrepancies happen when a student's name, birthdate, SSN/State ID on Chancery SMS do not match the state PID demographic database.

We understand that at times the error was caused by another school but are asking your assistance with getting the error resolved.

### \*\*\*\*\*INSTRUCTIONS\*\*\*\*\*

- The student in question is indicated by a "PET" in the Source column. Our ID number is in the Local ID column (example 1). Ignore any information in the "UID" line.
- For each PET student, provide a legible copy of the SSN card (unless student is using a state ID number instead of SSN) and birth certificate. Handwrite the SSN number on the copy. If the student has had a legal name change, provide a copy of that document as well (amended birth certificate, court order, etc.).
- **If the parent or guardian prefers not to provide a copy of the SSN card (possibly for privacy or identity theft prevention), note that on the discrepancy report by the student's information. Providing a copy of a student's SSN card is voluntary and we must honor that choice.**
- If either copy is not available, write a note on the PID discrepancy report by the student's information (example 2). Remember – a copy of the birth certificate is required for enrollment!
- **Questions? Email [PEIMS-staff@dallasisd.org](mailto:PEIMS-staff@dallasisd.org)**

PET2D001 V 1		P I D   E N R O L L M E N T   T R A C K I N G PET Statement of Discrepancies				Monday 09/30/2013   2:02PM Page 1 of 259					
***   CONFIDENTIAL   ***											
Region: 10		REG X EDUCATION SERVICE CENTER									
District: 057905		DALLAS ISD									
Campus: 057905001		BRYAN ADAMS H S									
Source	Uniq-ID	Student ID	Local ID	First Name	Middle Name	Last Name	G E N	DOB	S	Eth	Last Update Dot/Cep
EXAMPLE 1											
PET	1687887926	513090563	1234567	JAI ME		MUNOZ		07/12/1996	M	I,H	
UID	1687887926	513090563		JAI ME		MUNOZ		09/12/1996	M	I,H	057804004
*****											
DISD ID NUMBER											
EXAMPLE 2 <i>SSN Card not available</i>											
PET	1412181178	513097499	1234567	OPRAH		WINFREY		04/28/1996	F	I,H	
UID	1412181178	513097499		KATIE		COURIC		04/28/1996	F	I,H	057905014
*****											

## PET Presumed Duplicate Student Report for Enrollment

This report lists all students who have been or who are currently enrolled in your school who have overlapping enrollment with another Texas charter or public school district. Students on this report may be subject to future TEA attendance audits. Students on this report must have their enrollment and/or withdrawal dates reviewed for accuracy and the conflict with the other district resolved.

There are times when the overlapping enrollment is caused by the other district, by conflicting school calendars between us and them, or by timing (districts only submit PET enrollment files once a week). We understand that the issue may not be caused by you but are still asking for your assistance in resolving the problem.

### INSTRUCTIONS FOR WORKING THE DUPLICATE ENROLLMENT REPORT

Uniq-ID	Student ID	Local ID	Student Name	Birth Date	District Information	Campus Information
7585675321	95006016	1234567	METCALFE, KYLE	07/20/1999	057914 MESQUITE ISD	001 MESQUITE H S
7585675321		1234567			057905 DALLAS ISD	999 DALLAS ISD H S

- For each student listed on the report, send in a copy of the enrollment form. If the student is withdrawn, include a copy of the withdrawal form as well. Secondary schools: If you happen to have an enrollment verification from the other district, please include a copy of that, too.
- Questions? Email [PEIMS-staff@dallasisd.org](mailto:PEIMS-staff@dallasisd.org)**