

MICHAEL HINOJOSA, ED.D.  
SUPERINTENDENT OF SCHOOLS



**DATE:** October 12, 2017

**ACTION**

**TO:** Principals  
**FROM:** Peggy Sullivan, Manager, PEIMS  
**SUBJECT:** 2017-2018 PEIMS Round 2 Review

The PEIMS Fall Submission is when we submit to the Texas Education Agency all enrollment and demographics on students attending Dallas ISD and the staff serving them as of the Snapshot Date of October 27, 2017. It is now time for the second of three review rounds. The Round 2 Review includes reviewing a preliminary Snapshot Summary and Snapshot Detail, and some schools will receive notification of students with PID discrepancies (ChancerySMS demographic data does not match state database). For secondary schools it will also include Previous Year Leavers, Dropouts and high school Graduates. On Friday, October 13, all review information will be available on MyData Portal in the Reports->PEIMS tab. Please review the instructions and distribute to your staff as appropriate. The only documents to be returned to the PEIMS department are those for students with PID discrepancies; all other reports are available to be run on ChancerySMS and reviewed and retained at your campus. There is no signature sheet for this round.

At this time we are also requesting you begin monitoring your school's Economic Disadvantage rate. This rate is very important for a number of processes including accountability and Title I disbursements. You can review your rate on the School Leadership dashboard along with last year's rate for comparison. Your current rate is recalculated each night. Additional information about this data is provided in the Round 2 PEIMS packet.

If you have any questions about PEIMS or the Round 2 Review, please contact Peggy Sullivan at [Sullivan@dallasisd.org](mailto:Sullivan@dallasisd.org) or (972) 925-6462.

Approved:

Justin Coppedge

Digitally signed by Justin Coppedge  
DN: cn=Justin Coppedge, o, ou=Deputy  
Chief of Staff,  
email=jcoppedge@dallasisd.org, c=US  
Date: 2017.10.04 13:28:49 -06'00'

Justin Coppedge  
Interim Chief Technology Officer

Handwritten signature of Stephanie S. Elizalde in blue ink.  
Stephanie S. Elizalde  
Chief of School Leadership

c: Sean Brinkman

## **PEIMS 2017-2018 FALL REVIEW: ROUND 2**

The fall PEIMS submission data is the basis for many budget and accountability systems at the state therefore it is imperative we submit accurate data. In preparation for the official snapshot date (Friday, October 27), this is the second round of three reviews. **Round 2 is to ensure your school enrollment and special program participation indicators are all in order, and for secondary schools it is an opportunity to review prior year dropouts, non-dropout leavers and graduates.**

ChancerySMS reports to be reviewed:

- Preliminary Snapshot Enrollment Summary
- Preliminary Snapshot Detail
- Secondary Dropouts
- Secondary Leavers
- High School Graduates

Round 2 requires no documentation or signature sheet be returned to the PEIMS department. The exception are those schools that have been given a PET Statement of Discrepancies report containing new PID discrepancies since review round 1 --- documents will be required to be returned for these students. See special instructions. Please read the following instructions carefully and handle as appropriate. The bulk of your review should be completed within two weeks, in time for the October 27 snapshot date. Any questions or concerns about PEIMS or this review may be directed to Peggy Sullivan at [Sullivan@dallasisd.org](mailto:Sullivan@dallasisd.org) or (972) 925-6462.

Special note about the PEIMS extract process: We are continually extracting data from ChancerySMS for the fall submission. You can continue to make updates until the winter break and at that time, the PEIMS data will be frozen. When we extract for the final time, any data on Chancery effective the snapshot date will be pulled. Example: A student is gifted and talented but the indicator is not entered on ChancerySMS until December 1. As long as the effective date of the GT record is on or before the snapshot date, the student will be reported as GT when the PEIMS data is submitted to the Texas Education Agency.

## Enrollment Summary (All Schools)

To print a copy of the Enrollment Summary report:

- Log on to ChancerySMS
- Select Reports
- Scroll down to the PEIMS section
- Select DISD Enrollment Summary Report
- Leave the Preferences as they are and select Run
  
- *Special note for Townview: Run this report from each of the 6 specific sub-campus roles, not from the 041 role.*
  
- Work with the appropriate school staff to review the 2017-2018 student count in each category on the Enrollment Summary for accuracy, for example, the LPAC chair should review the LEP/Bilingual/ESL counts. Previous years' counts are from the previous years' PEIMS submission and are listed as a reference for reviewing the current year's counts (trends, reasonableness, etc.). No changes can be made to the previous years' counts.
  
- If a count for a specified category is not accurate, work with school staff, program managers and/or data entry staff to ensure that individual student information has been appropriately documented for your files and entered on ChancerySMS. Use the DISD Student Program Indicator Roster in the PEIMS reports section (see the next page of these instructions) and any other applicable reports to help review the data.
  
- If the count is not accurate after all individual student program information has been documented and entered on ChancerySMS, call Peggy Sullivan for further assistance.
  
- This report may be run as many times as necessary. Any updates made to ChancerySMS will be immediately reflected in subsequent runs of the report.

***This report is for your review  
and handling. DO NOT return  
to the PEIMS department.***

## Student Program Indicator Roster (All Schools)

This report is the detail which backs up the Enrollment Summary report. If all counts on the Enrollment Summary are correct, it is not necessary to print the detail unless desired for documentation. This report is a tool to help find discrepancies on the summary.

To print a copy of the Student Program Indicator Roster:

- Log on to ChancerySMS
  - Select Reports
  - Scroll down to the PEIMS section
  - Select DISD Student Program Indicator Roster
  - Use Today's date
  - Use the "Type of Students" option to select all students or a certain type of students such as Special Ed or LEP.
  - Select Run
  
  - *Special note for Townview: Run this report from each of the 6 specific sub-campus roles, not from the 041 role.*
- This roster lists all students enrolled at your school and indicates their participation in any special program and membership in any special groups. It is a tool for your use in the PEIMS data review process. ***Please note that this roster contains confidential student data that is protected under FERPA. It should be shredded once it is no longer needed.*** You will probably want to hold onto it at least until January 2018.
  
  - If you find errors or omissions and need assistance, contact your School Administration Services coordinator or the special program staff to ensure that individual student information has been appropriately documented for your files and entered on your school data base. If a student's information is not accurate after all individual student program information has been documented and entered on ChancerySMS, call Peggy Sullivan for further assistance.
  
  - This report may be run as many times as necessary. Any updates made to ChancerySMS will be immediately reflected in subsequent runs of the report.

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## Previous Year Potential Dropout and Leaver Rosters (Secondary Schools)

To print your copy of the dropout and leaver rosters:

- Log on to ChancerySMS
- Select Reports
- Scroll down to the PEIMS section
- Select DISD Previous Year Potential Dropouts
  - The only Potential Dropouts roster Preferences you need to select are choose Detail (provides a detail and summary) or Summary (provides summary only) and the sort option.
  - *Special note for Townview: run this report from each of the 6 specific sub campus roles.*
- Select DISD Leaver Mover Roster
  - The DISD Leaver Mover Roster has multiple Preference options. Select the following for the round 2 review:
    - Report Detail: Detail and Summary
    - Choose a Year: Previous Year
    - Choose a Report Type: Leavers
    - Effective Date: Today
  - *Special note for Townview: run this report from each of the 6 specific sub campus roles*
- These rosters list students who were enrolled in your school last year and are either not enrolled this school year at all or were not enrolled by the close of the school start window (October 27, 2017). TEA extended the school start window from September to October because of the hurricane situation.
- Dropouts: Continue working on determining if documentation can be obtained to justify a non-dropout leaver reason.
- Leavers: Review students and ensure documentation is on file to justify the leaver reason.
- All updates are to be made by your school staff. A Quick Reference Guide on how to update a student's leaver reason was emailed to registrars in September. Make sure you have the appropriate documentation to support the reason. See the Leaver Documentation Checklists on the PEIMS department inet site:  
[http://inet.dallasisd.org/depts/mis/peims\\_forms.htm](http://inet.dallasisd.org/depts/mis/peims_forms.htm)

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