

PEIMS Coordinator Training

Federal and State Compliance

Wanda Thomas, Sr. Manager

Presenters:

Latonya Smith, Sr. Compliance Analyst

Veda Winfree, Sr. Compliance Analyst

Craig Zeno, Sr. Compliance Analyst

Date: December 2, 2021

Session 1: 9:00 AM

Session 2: 1:30 PM



Virtual Meeting Norms



Please mute your microphone and camera.



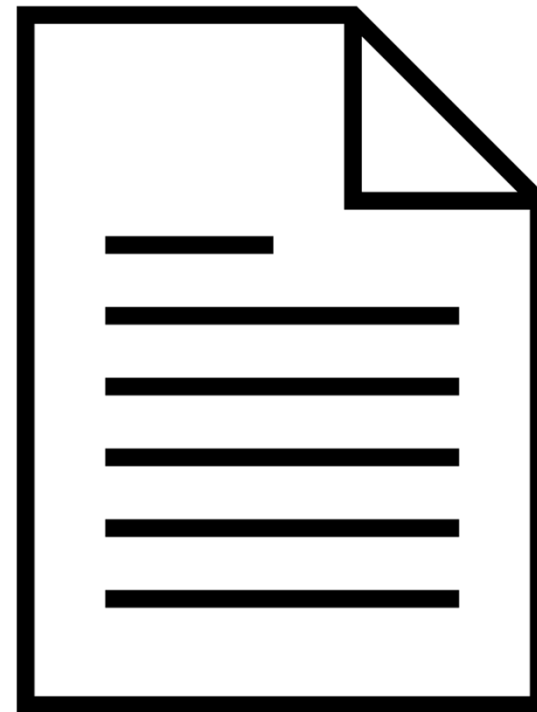
Place your questions in the chat.



Do not record these sessions.

Agenda

- Data Integrity
- Campus Responsibilities
- Timelines and Important Dates
- Fall PEIMS Data and Reports
- TOL and Virtual Academy
- PEIMS Data
Verification/Membership
Reconciliation
- Reports
- Training and Resources
- FSC Contacts
- Questions



Data Integrity

TEA and District Policy



Data Integrity

PEIMS Coordinators, attendance clerks, data entry clerks, and SIR's play an essential role in HISD's efforts to ensure that all data is timely, accurate and properly documented.

In no case should paraprofessional personnel be responsible for determining students coding information for attendance, program placement or special services.

Data Integrity *(continued)*

Security Access

- You must not give your passwords to others.
- You must always prevent unauthorized access from your computer when you are away from your desk.
- You must not accept the password from others.

Security Access rules apply to ALL HISD employees.

Data Integrity *(continued)*

Consequences for inaccurate records:

- Lowering of HISD's accountability record
- Lowering of a school's accountability rating
- Loss of funds to HISD which could impact jobs, salaries, and programs for students
- Students may be retained inappropriately
- Reprimands from the state

Campus Responsibilities



Campus Non-Instructional Data Team

Every campus **must** have an identified Non-Instructional Data Team. This team should meet at least once a month to review campus data and be responsible for supporting the 6-week data verification process.



- **Campus PEIMS Coordinator** (Assistant Principal, Dean, or Instructional Coordinator)
- Campus Master Scheduler/Student Scheduler
- Professional Registrar (Secondary only)
- Student Information Representative (SIR)
- Attendance Clerk (All)
- Lead Discipline Data Entry (All)
- Campus Behavior Coordinator
- Special Populations Contacts

iDelegate/Data Responsibilities Contacts

Campuses must keep this form **updated** so that FSC can contact the appropriate staff regarding training, data errors, compliance reviews and TEA data reviews.

Campus PEIMS and Data Responsibilities Contact		
Please submit a REVISED copy of the Campus PEIMS Program Contact Form when changes occur during the school year.		
Campus Name:	<input type="text"/>	Principal:
School Phone:	<input type="text"/>	School Fax:
	<input type="text"/>	SSO:
Program	Certified Professional's HISD User Name	Data Entry Clerk's HISD User Name
At-Risk		
Attendance		
Bilingual / ESL / LEP		
Career & Technology Education (Sec)		
Dyslexia		
Economically Disadvantaged (Free and Reduced Lunch)		
Enrollment		
Extended School Year Services (ESY) Summer School		

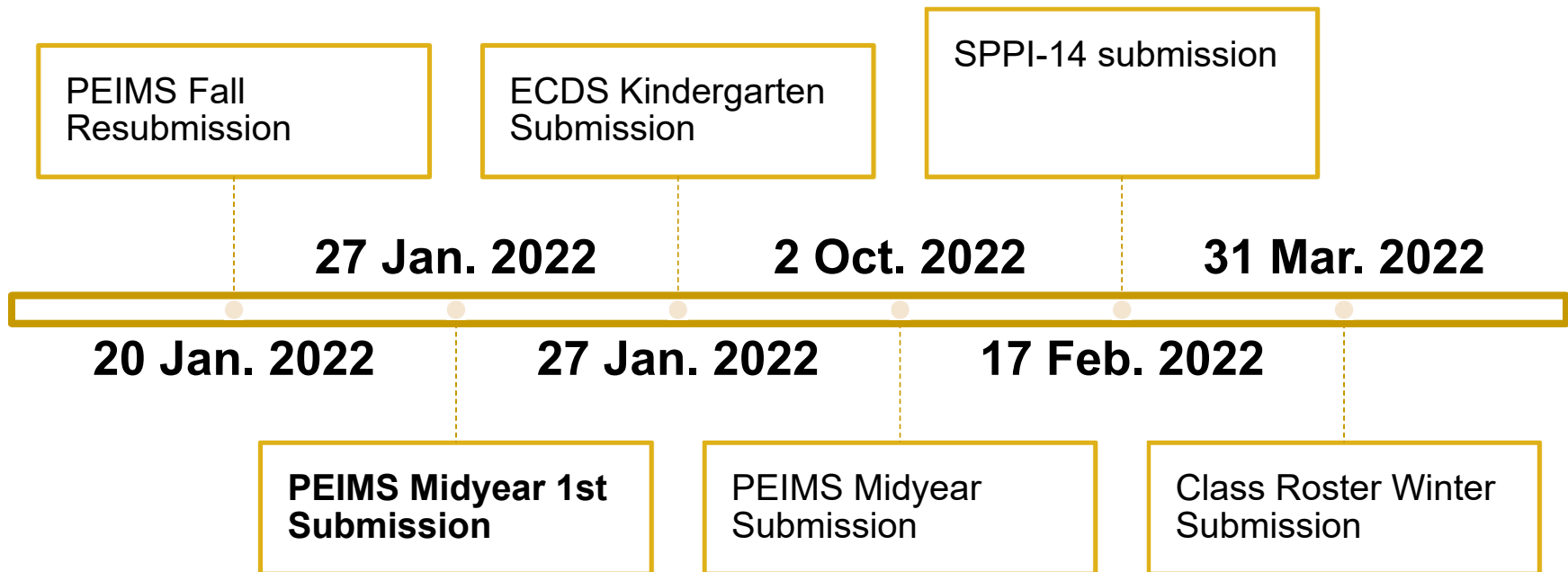
Clerical staff should not be designated where Certified Professionals are required.

Timelines and Important Dates

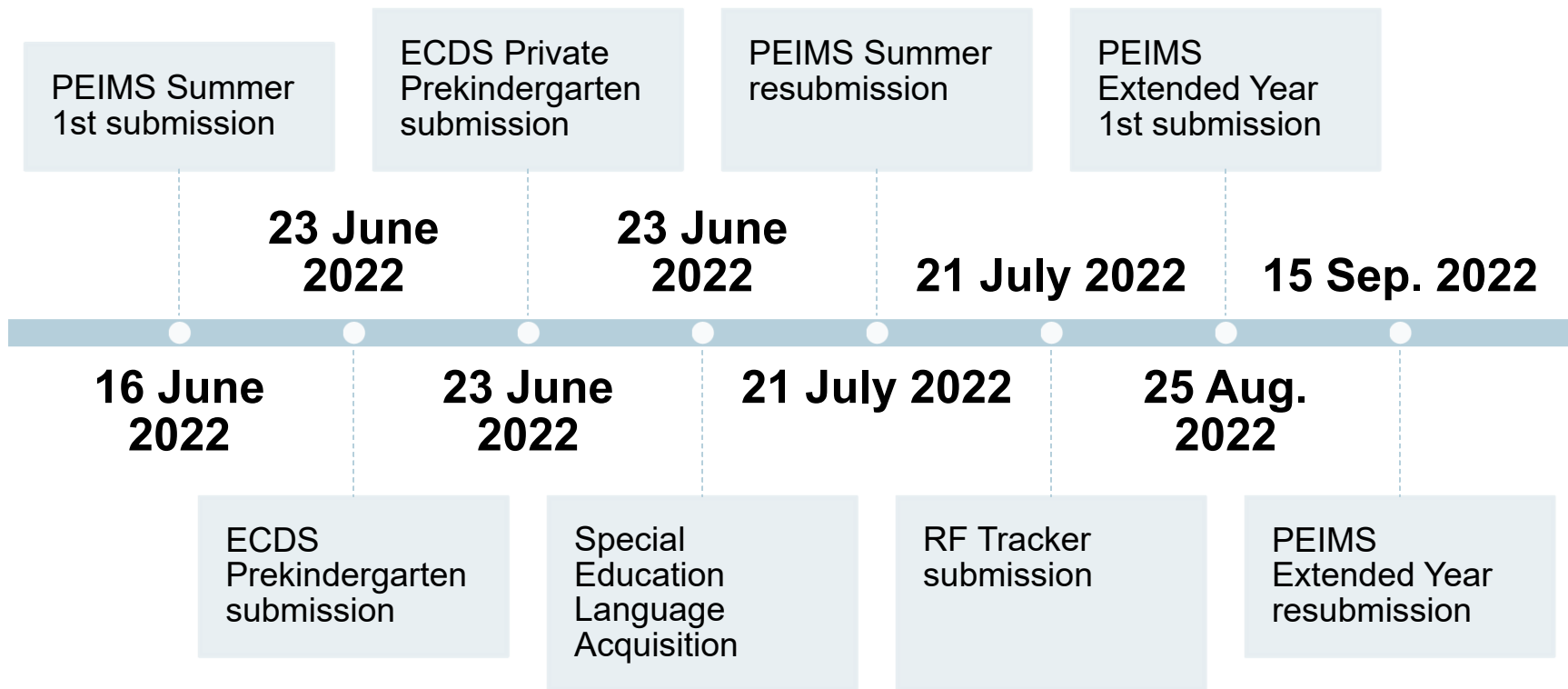


TSDS Collection Due Dates

As a reminder, FSC sets the campus entry data entry deadlines a few weeks prior to the actual TEA deadlines. Campuses must adhere to the deadlines set by FSC to ensure that all data are captured for the submission.



TSDS Collection Due Dates (Continued)



Important Dates – Fall PEIMS Resubmission

Resubmission Timelines

January 4, 2022 – FSC Deadline, after today any final issues, contact your FSC Sr. Comp. Analyst

January 13, 2022 – Due to Region 4

January 20, 2022 – Due to TEA

Important Dates – Report Cards

- **Cycle 3 Report Cards**
 - **January 14, 2022 – January 19, 2022**, Teacher Timeframe
 - **January 19, 2022** – Teacher Verification
 - **January 20, 2022** – Store Grades
 - **January 21, 2022** – Report Cards distributed to parents
 - **January 21, 2022** – Reports Cards due to Federal and State Compliance

Fall PEIMS Data and Reports



Fall PEIMS Data and Reports

OnDataSuite

Campuses must review their Fall PEIMS data for accuracy.

In addition, campuses must review their TSDS PEIMS errors and correct all issues prior to the FSC data entry deadline.

Fall PEIMS Reports

When the Fall PEIMS reports become available in A4E and OnDataSuite, campuses must review data for accuracy and correct any issues prior to the resubmission deadline.

Fall PEIMS Resubmission

Once the Fall PEIMS Resubmission file is sent to TEA, no changes can be made.

OnDataSuite TSDS Rules

Campuses must review their TSDS Rules in OnDataSuite to identify PEIMS errors.

PEIMS Fall TSDS Rules for 2021 - 2022 (As of: Nov 30, 2021, 9:24 pm)

Excel Workbook | All Campuses | Submit

Data Category Type	Data Category Code	Fatals	Warnings	Special Warnings
All	All	37 / 344	19 / 60	69 / 129
Organization				
Local Education Agency	10010	0 / 7		
SSA Org Association	10011	0 / 7	0 / 1	0 / 1
School	10020	1 / 7		2 / 6
Course	10070	0 / 2		
Staff				
Staff	30040	0 / 23	2 / 2	2 / 3
Staff Ed Org Employment Association	30050	0 / 4	0 / 1	1 / 1
Contracted Instructional Staff FTE	30055	0 / 6	0 / 1	1 / 2
Payroll	30060	0 / 19	4 / 8	21 / 40

Temporary Online Learning Virtual Academy



TOL Waiver Letter

The TOL Waiver letter must be submitted for students who have met or exceeded the 20-day instructional threshold for remote conference learning. Parent must provide documentation from a doctor for an extension of remote conference learning and the campus must submit the waiver application form.

A link to the form is provided below.

<https://forms.office.com/r/7Zm5A13UZS>

Campus staff must communicate with parent on transitioning student back to face-to-face instruction if a waiver for extension is not filed or if it is not approved.

HISD Pearson Virtual Academy Withdrawal Form

- **Pearson Virtual Academy Site coordinators should log in daily to monitor.**
- **Withdrawal Form,**
<https://forms.office.com/Pages/ResponsePage.aspx?id=Zpnr9TaTM0uII ZmCQlsT7X9vHhq-p4tNgTKhGcw3-PFURTQzREwzTIRYRIk3MzAzTkdJME5GMzZLRyQIQCN0PWcu>
- **Eligibility and Student Requirements,**
<https://www.houstonisd.org/Page/190589>
- **Frequently Asked Questions,**
<https://www.houstonisd.org/Page/190933>
- **Virtual Academy (Español),**
<https://www.houstonisd.org/Page/190525>

PEIMS Data Verification and Membership Reconciliation



Six Weeks Data Verification

Campus Summary Reports must be generated each 6-week reporting period and reviewed by the Principal or designee for reasonableness.

The Campus PEIMS Coordinator/ Principal or Designee should do the following:

- Scrutinize regular attendance totals and special program attendance totals based on approximate membership,
- Investigate all data totals that have exceptionally high value or a value of zero, and
- Compare current-year totals to prior-year totals to detect unreasonable differences.

Acknowledgment Form

The campus principal and PEIMS coordinator must complete the Acknowledgment Form via the link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=Zpnr9TaTM0uII ZmCQIsT7R0Dz7t6D1pBtlchreaQ7kBUNDJNVVdVWUY0OUNCMk1IODITVkFKTERBMy4u>

Data Verification Timelines

Cycle	Cycle Dates	Data Reconciliation Period	Campus Summary Report	Campus Summary/Signature & Acknowledgment Due to FSC
1	Aug. 23-Oct. 1, 2021	Oct. 18- Oct. 29, 2021	Nov.1, 2021	Nov. 5, 2021
2	Oct. 5-Nov. 12, 2021	Nov. 15-Dec. 3, 2021	Dec. 6, 2021	Dec. 10, 2021
3	Nov. 15-Jan. 14, 2022	Jan. 18-31, 2022	Feb. 1, 2022	Feb. 7, 2022
4	Jan. 19-Feb. 25, 2022	Feb. 28-Mar. 11, 2022	Mar. 21, 2022	Mar. 25, 2022
5	Feb. 28-April 22, 2022	Apr. 25-May 6, 2022	May 9, 2022	May 13, 2022
6	April 25-June 7, 2022	June 7 – June 21, 2022	Jun. 27, 2022	July 1, 2022

Membership Reconciliation

The Texas Education Agency requires all districts to perform a reconciliation of teacher rosters to the student attendance accounting system. The district has chosen to perform this task on the specified dates to ensure accurate data is maintained in the Student Information System.

Student membership from the teacher's roster is to be reconciled to the attendance accounting records in the Student Information System. This reconciliation is to verify that all students are reported on attendance records and that "No-Show" students have been purged from the student accounting system.

Houston I.S.D. has assigned the dates below in which this process will take place.

Reconcile Date	Membership Form Due Date
September 29, 2021	October 11, 2021
November 03, 2021	November 12, 2021
January 05, 2022	January 14, 2022
February 16, 2022	February 21, 2022
April 13, 2022	April 22, 2022
May 18, 2022	May 27, 2022

PEIMS Coordinator Approval Form

The form below and the supporting documentation for Cycle 3 is due to FSC on **January 14, 2022**. See the Membership Reconciliation document for additional details.

Campus Membership Reconciliation PEIMS Coordinator Approval

Is membership balanced for Wednesday, September 29, 2021? Yes/No

Below enter the total membership/enrollment count from **Power School SIS**.

PE	PK	KN	01	02	03	04	05	06	07	08	09	10	11	12	SIS Total
															0

Below enter the total membership count from the HISD Class Enrollment Verification (**Class Rosters**).

PE	PK	KN	01	02	03	04	05	06	07	08	09	10	11	12	Class Roster TOTAL
															0

PEIMS Coordinator Print Name

PEIMS Coordinator Signature

Date

Reports



HISD Connect Attendance Reports

- **PowerTeacher Attendance Report** – Run the PowerTeacher Attendance report to verify that all teachers have taken attendance for one, some, or all periods.
- **Absentee Report** – Use the Absentee Report to generate single-day, period-by-period attendance information. This report lists students who match the attendance code(s) you specify.
- **Class Attendance Audit** - Use this report to review attendance records for individual teachers. The report looks like a traditional attendance sheet.
- **Student Attendance Audit** - Use this report to review attendance records for individual students.
- **ADA/ADM by Student** - Use this report to review attendance records for students enrolled during the date range you specify. This report shows the number of days a student is absent or present, even if the school uses meeting attendance only.
- **ADA/ADM by Date** - Use this report to compare the number of students enrolled (membership) with the number of students who attended school on a certain day. Use it to check if the school gained or lost students during a certain time. The total number should match the values shown in the ADA/ADM by Student report.

Grading Reports

Run the following reports **BEFORE** permanently storing grades.

1. Student Non-Schedule Period report (Secondary)
2. Student Not Enrolled in a Course report (Elementary)
3. Students Multiple Enrollments
4. Gradebook Missing Grades
5. Gradebook Update Status
6. Gradebook Section Readiness

Note: Teachers will submit the signed Teacher Scoresheet report to the Grading Coordinator.

Run the following reports **AFTER** permanently storing grades.

1. Stored Missing Grades
2. Stored Grades Search
3. Multiple Grades
4. Gradebook Out of Sync Grades
5. Gradebook Manual Override Grades

Verification Reports

Campuses need to ensure that all program coding is complete. To check your student data please run the following reports:

- **PEIMS Error Check**
- **Students Not Enrolled Courses/Periods**
- **Student Program Indicator**
- **ADA enrollment Count**
- **Potential Drop-out**
- **Student PEIMS Graduate Verification**
- **Student PEIMS Leaver Verification**
- **Class ID/Unique Section Code Verification**
- **Enrollment/Withdrawal Verification**
- **OnDataSuite reports** (As they become available) FSC will notify you which reports to run.

FSC Training and Resources



FSC Training

Campus PEIMS Coordinators and/or principal designees must attend the following Federal and State Compliance training each year. Check **OneSource** or the FSC Training Schedule for upcoming sessions.

- **At-Risk Training**
- **Attendance Open Lab**
- **PEIMS Coordinator Training (Monthly)**
- **PEIMS (Fall and Summer) – All schools**
- **PEIMS Leaver**
- **PEIMS Discipline – All schools**
- **Attendance Overview – All schools**
- **HISD School Guidelines – All schools**
- **OnDataSuite – All schools**

Link to [2021-2022 Training Schedule](#)

Resources

- **Federal and State Compliance**
 - <https://www.houstonisd.org/Page/58634>
- **HISD SCHOOL GUIDELINES**
 - <https://houstonisd.sharepoint.com/teams/aca/SG>
- **Technology Department**
 - **HISD Solution Center**, <https://houstonisd.sharepoint.com/SolutionCenter/SitePages/HISD-Solution-Center.aspx>
 - **Forms**, <https://houstonisd.sharepoint.com/sites/DEPTS/InfoTech/SitePages/ITForms.aspx>
 - **SIS On-Line Support for PowerSchool** (HISD Employee Portal)
 - **Project SIS News Line** (via email)
- **Student Discipline Department**, <https://www.houstonisd.org/Domain/15184>
 - Education Code Chapter 37. Discipline; Law and Order
 - HISD Code of Student Conduct
 - DAEP/JJAEP Forms

Resources

- **TEA Student Attendance Accounting Handbook (SAAH)**
<https://tea.texas.gov/finance-and-grants/financial-compliance/student-attendance-accounting-handbook>
- **Texas Student Data System (TSDS)**
<http://www.texasstudentdatasystem.org/TSDS/About/>
- **TSDS Web-Enabled Data Standards (TWEDS),**
<https://tealprod.tea.state.tx.us/TWEDS/90/0/0/0/DataSubmission/TechnicalResources>

FSC Contacts



Compliance Monitoring Team

The Compliance Monitoring Team reviews manual discipline and leaver data, collaborates with special populations departments to ensure data integrity, conducts training, and assists the State Reporting Team by overseeing the campus data correction process. In addition, they manage four Sr. Student Information Representatives.

Email	Sr. Compliance Analyst	Sr. Student Information Rep.
lsmith3@houstonisd.org	Latonya Smith	Nina Grant Vacancy Dachundralyn Palmer Vacancy
vwinfree@houstonisd.org	Veda Winfree	Rachel Betancourt Felicia Freeman Rose Fuentes Norma Salgado
craig.zeno@houstonisd.org	Craig Zeno	Berta Garcia Sylvia Guerrero Lisa Shannon Valencia Semien

Sr. Student Information Representatives

This team monitors official ADA attendance, reviews ADA and OFSDP attendance by 6-week period to ensure the data is accurate, maintains attendance accounting records, reconciles student membership and absences, and monitors campus PEIMS data to ensure compliance with TEA requirements.

Email	Sr. SIR		Email	Sr. SIR
rbetanc2@houstonisd.org	Rachel Betancourt		Sylvia.Guerrero@houstonisd.org	Sylvia Guerrero
rfuentes@houstonisd.org	Rose Fuentes		Ishanno1@houstonisd.org	Lisa Shannon
ngrant2@houstonisd.org	Nina Grant		vsemien@houstonisd.org	Valencia Semien
ffreeman@houstonisd.org	Felicia Freeman		Nsalgad1@houstonisd.org	Norma Salgado
Vacancy	Vacancy		dpalmer4@houstonisd.org	Dachundralyn Palmer
bgarcia3@houstonisd.org	Berta Garcia		Vacancy	Vacancy

State Reporting Team

This team works with the Sr. Compliance Analysts and Sr. Student Information Representatives to ensure that TSDS PEIMS data is accurate and that all data requests are fulfilled in an accurate and timely manner.

Name	Title	Phone
Hasnain, Irma	Sr. Manager	713-556-6759 ihasnain@houstonisd.org
Cintron, Nancy	Senior Compliance Analyst (Staff)	713-556-6767 ncintron@houstonisd.org
Tejada, Marina	Senior Compliance Analyst (PEIMS)	713-556-6760 mtejada@houstonisd.org
Sadri, Arian	Student Info and Report Analyst	3713-556-6753 Arian.Sadri@houstonisd.org
Gamboa, Rose	Senior Student Information Representative	713-556-6753 rgamboa@houstonisd.org

Find your FSC Contacts

1. Visit the **Federal and State Compliance website**, <https://www.houstonisd.org/Page/58634>.
2. Click **Who is my FSC Contact?**
3. Select your campus name from the drop-down menu.
4. Click **Submit** to identify the Sr. Compliance Analyst and Sr. SIR assigned to your campus.



SUPPORT FOR SCHOOLS

Select your campus name from the drop-down menu, and click Submit to find the staff assigned to support your school.

School Name

Questions?

Date: December 2, 2021

Presenters:

Latonya Smith, Sr. Compliance Analyst
Veda Winfree, Sr. Compliance Analyst
Craig Zeno, Sr. Compliance Analyst

