

tsds_peims_summer_checklist

Table of Contents

TSDS PEIMS Summer Submission - Quick Checklist				
District:				
Anticipated Completion Date:				
Team Members:				
✓	**Step**	**Completion Date**	**Completed By**	**Notes**
	Run the **Set Student CTE Indicators** utility.			
	Verify options.			
	Clear previous year data.			
	Verify Student data:			
	• Attendance			
	• Discipline			
	• Grade Reporting			
	• Graduation Plan			
	• Registration			
	• Special Ed			

Summer PEIMS Reports

Verify data for each element in the following ASCENDER Student applications. It is suggested that you run reports first, and then use the maintenance pages in the Student applications to update data where needed.

Report Name	**Notes**
Attendance	
SAT2100 - Six Weeks FTE Report	—-
SAT0500 - Campus Attendance Summary	Verify attendance for each day by period and code.
SAT0900 - Campus/District Summary Report	This report should be signed by the Principal and attendance clerk every six weeks.
SAT0920 - Campus/District Multi-Track Summary Report	Similar to the SAT0900 report but allows users to run the report for all tracks at once. This report prints six weeks details (Leave Campus, Semester and Cycle blank). • Run one time at end of the school year. • Should be signed by the Superintendent and Attendance Clerk.
SAT1700 - Entry / Withdrawal Summary	Verify the information on all entry/withdrawal rows isa correct.
SAT0400 - Daily Attendance Summary	Verify there are withdrawal forms with matching dates on file in the student records.
SAT1900 - Perfect Attendance Report	Run for first semester-cycle through final semester-cycle. Verify that all students on the report have course schedules and completion records.
Discipline	
SDS0200 - Special Ed Students in Discipline Settings	Verify all data.
SDS0300 - Bil/ESL Students in Discipline Settings	Verify all data.

Report Name	Notes
Attendance	
SDS1000 - PEIMS Report	TSDS discipline data by grade level. This report should be verified every cycle.
SDS1300 - Discipline Audit Report (PEIMS Edits)	Lists students who will trigger an edit and/or PBM errors. **This report should be blank.**
SDS1700 - Discipline Suspension Attendance Verification	Flags discrepancies between two records.
SDS1800 - Career Tech Students in Discipline Settings	Students not receiving CTE services for five or more days while in a DAEP setting must be withdrawn from the program during that time. Verify all data.
SDS0250 - Discipline Student Restraint	Verify all data.
SEM1100 - Student Special Ed Restraint List	Ensure all special education restraints have been entered. See the **Restraint Reporting Flowchart** for more information.
Grade Reporting	
SGR0050 - District Master List (Grd Rpting)	List of every course. Verify information in the **Service ID**, **CTE Hours**, **Pop Srv** and **Role ID** rows is correct.
SGR2550 - Teaching Assignments	Verify information in the Instructor columns and in the **Cert CTE** column is correct.
SGR0110 - Master Schedule PEIMS (Grd Rpting)	Campus-level TSDS information. Verify all column data. Campus-level data will override District-level data.
SGR1600 - Career and Technical Code Verification	Verify CTE codes and Service IDs for CTE Courses are correct.
SGR1920 - Pass/Fail Verification List	Verify the pass/fail data.
Graduation Plan	
SGP1000 - Student Personal Graduation Plan	Verify data for each student with a graduation plan.
Registration	
SRG0200 - Student Name Listing	—-
SRG0600 - Student Special Program Listing	—-
SRG1200 - Student Status Changes by Program	Set the **Print Enroll Records** parameter to *Y*. On the report, verify information in the **Elig**, **Attrib**, and **Camp Res** columns is correct.
SRG1900 - Local Program Enrollment Count	Verify that all entry and withdrawal dates and special program services codes are correct.
SRG0100 - Campus Information	Expanded Learning Opportunities (ELO) • Dyslexia Indicator • Dyslexia Services - Verify this field is marked for all students receiving dyslexia services. • Dyslexia Risk - Verify this field is marked for only KG and 1st graders. • Early Reading Indicator Code - Indicates if the student is eligible for accelerated reading. • Truancy Indicators • Intervention Strategy • Additional Days Program • PK-Enroll/ELIG


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Back Cover