

CCMR PEIMS Checklist Review
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Follow this process to ensure accuracy in your student count data, particularly between internal reports and those generated by ODS (OnDataSuite).

Here is an overview of my approach:

- 1) **Initial Campus Input:** Request high schools to provide student count estimates based on internal reports and processes.
 - a) Run the CCMR PEIMS Checklist in ODS found under Student > Student Custom Reports > PEIMS Summary and Review Reports > CCMR PEIMS Checklist
 - b) (Run each high school campus separately)
 - c) Export results to Excel
 - d) The report will show four separate year columns (current year and previous 3 years). Remove the first two year's columns.
 - e) Remove data counts ONLY from the current year and ask your campuses to enter in totals for the current year based on the information they have on their campus.

- 2) **ODS Verification:** Next, ensure that all relevant data is correctly uploaded into ODS.

- 3) **Comparison and Analysis:** Compare the campus-provided reports with the ODS reports. This step is crucial as it highlights any discrepancies between the two.

- 4) **Campus Engagement:** If discrepancies are found, involve the respective campuses in investigating the causes. This interaction is vital in understanding whether the variance is due to incorrect coding or data pulling issues from the SIS to reporting files, or if it is a case of over-reporting by campus staff.

- 5) **Outcome and Actions:** The findings guide next steps, whether that involves additional training for campus staff or clarifications on data entry and reporting protocols.

This process has proven effective in maintaining data integrity and ensuring that student counts are accurate and reliable. It's a collaborative effort that helps identify and rectify any data discrepancies efficiently.