

Fall PEIMS Student Data Review & Snapshot Verification Training

ODS Training Webinars Series

Session Title

Reviewing Fall PEIMS Student Data & Verifying Snapshot Counts

Purpose & Learning Objectives

This session provides an overview of how to use **OnDataSuite (ODS)** to review and verify **Fall PEIMS Student Data** for accurate reporting. Participants will learn to interpret snapshot data, identify discrepancies, and use OnDataSuite validation and custom reports to ensure snapshot count accuracy.

Objectives

By the end of this session, participants will be able to:

1. Explain the role of the Fall PEIMS “snapshot” in reporting and accountability.
2. Verify the flow of Ed-Fi data into OnDataSuite and identify which entities have data in the File Center.
3. Use OnDataSuite tools (validation reports, custom reports, dashboards) to review and audit student Fall PEIMS data.
4. Verify that the snapshot counts are accurate and reconcile any discrepancies.
5. Identify common issues (TSDS validation failures) and resolve them.

Pre-work / Prerequisites

- Participants should have data in the Fall PEIMS Ed-Fi API file (e.g. Entities: Student, StudentSchoolAssociation, PostSecondaryCertification, StudentEducationOrganizationAssociation – Demographics, PriorYearLeaver, and StudentSpecialEducationProgramAssociation) both Records and Promoted columns in the File Center ahead of time.

 **Session Agenda (60 Minutes)**

Segment	Content & Activities
Introduction & Context	<ul style="list-style-type: none">• Why the Fall “snapshot” matters — TEA reporting deadlines, funding, accountability.• Key definitions (snapshot date, as-of-date, as-of-status codes).
Uploading to File Center	<ul style="list-style-type: none">• Walk through File Center → Data Sources → ED-Fi API• Visit the Go Live 25-26 Status KB Article• Best practices – Status of 24-25 TEA Ed-Fi IODS Connection ‘Enabled to Disabled’ as well as CSV files loaded for main submissions.• Note that CSV files are recently available in TSDS for some of the Core Collections but OnDataSuite is still working on programming to incorporate the new file format.
Running Student Validation Reports	<ul style="list-style-type: none">• Navigate to Student Validation Reports in OnDataSuite.• Focus on key reports, (see Student Validation Reports documentation).• Use “Tools” menu (Export to Excel, Report Info, Bookmark) on each report.• Demonstration: use a validation report to identify a student with conflicting enrollment or a missing code.
Custom Reports & Dashboards	<ul style="list-style-type: none">• Explore Student Custom Reports related to Fall data (see Student Custom Reports documentation).• Use dashboards (Fall Dashboard) to view aggregate counts based on snapshot data.• Drill down from aggregate counts to lists of students (click on count to see underlying records).• Use or create Focus Lists from within report views to isolate a group for follow-up.
Snapshot Count Verification Walkthrough	<ul style="list-style-type: none">• Define the expected “snapshot count” (based on last Friday in October, or district snapshot rules)• Compare the count in OnDataSuite’s dashboard to the count from the SIS or district internal count.• If there is a mismatch, use Ed-Fi Rules, validation and custom reports to drill into differences—e.g. students not loaded, incorrect enrollment dates, status codes.

Common Issues & Resolution Strategies	<ul style="list-style-type: none"> • Missing entities or dependency errors in File Center (file not included, missing related element) • Withdrawals that don't align with snapshot date, students switching campuses/LEAs • Ed-Fi Rules validation rule failures – differences between OnDataSuite and TSDS fatals, special warnings and warnings document and communicate through ticket • Data delayed or not promoting via Ed-Fi • Best practices to monitor and validate early, before TEA submission deadlines.
Wrap-Up & Next Steps	<ul style="list-style-type: none"> • Summary of key takeaways • Recommended timeline for internal checkpoints • Resources & knowledge base links for continued reference

Key Concepts & Reference Notes

- **Snapshot date and count:** OnDataSuite uses snapshot data from the last Friday in October to populate Fall Dashboard and related reports.
- **Validation / Ed-Fi Rules:** OnDataSuite provides TSDS / PEIMS edits under the “Ed-Fi Rules” tab for Fall PEIMS Student.
- **Custom reports & tools:** Use the Tools menu (Export, Bookmark, Report Info) critically when reviewing.
- **Drilldown & focus lists:** From aggregate numbers you can click to pull the actual students; focus lists help isolate groups for deeper investigation.
- **Ed-Fi / data promotions:** Monitor whether data is flowing correctly and resolving zero/low counts.

Practical Application Exercises

Exercise 1: File Upload Review

- Log into OnDataSuite and check the **File Center** for the most recent Fall PEIMS uploads.

- Verify all required entities are present (e.g. Student, StudentSchoolAssociation, PostSecondaryCertification, StudentEducationOrganizationAssociation – Demographics, PriorYearLeaver, and StudentSpecialEducationProgramAssociation) both Records and Promoted columns in the File Center ahead of time.

Exercise 2: Run a Validation Report

- Navigate to **Student Validation Reports**.
- Run a report listed on the Student Data Validation Reports document.
- Identify one record with a conflict and discuss the resolution path.

Exercise 3: Compare Snapshot Counts

- Open the **Fall Dashboard** and note total enrolled students.
- Compare with SIS snapshot report.
- Investigate any discrepancies by drilling into OnDataSuite student-level data.



Snapshot Count Verification Steps

1. Confirm snapshot date alignment between SIS and OnDataSuite (last Friday in October).
2. Run **Fall Dashboard** and **Snapshot Enrollment Detail** reports.
3. Compare ODS count to SIS and internal verification sheets.
4. Investigate mismatched counts:
 - Level 1 errors in SIS do not make it over to OnDataSuite.
 - Missing entities in File Center.
5. Correct SIS, overnight transfer of fresh data or force Full Pull, and recheck counts.

❏ Wrap-Up & Key Takeaways


- **Accurate Fall PEIMS snapshot reporting** ensures funding, accountability, and compliance accuracy.
- **OnDataSuite tools** simplify validation, comparison, and reconciliation processes.

- Schedule internal snapshot checks **at least two weeks before submission deadlines.**
- Use **Bookmarks** or **Focus Lists** in OnDataSuite to track ongoing corrections.
- Access **OnDataSuite Knowledge Base** for continued support.


Student Data Validation	
Course Completion Validation	
Discipline Validation	
Ed-Fi	
Course Transcripts that have a Course ID but No Course Offerings	
Unaffiliated Students	
Fall Pre-Validation Limited Scope Attendance Audit Review (TEA Desk Audit)	
LSA Of Bilingual ESL Education Eligibility Coding On The Snapshot	
LSA Of Early Education Students With No SPED Setting Or Speech Therapy Only	
LSA Of Kindergarten Students Enrolled Under The Age Of Five	
FHSP Validation	
Funding Data Validation	
CTE/Tech Apps Course Completion Matrix with No CTE Contact Hours	
Early Education Students With A Special Education Setting Of Mainstream	
Fall CTE Class Service IDs With Less Than 45 Minutes	
Fall Potential Compensatory Education Eco Dis/Census Tiers Miscoding	
PK Students With September 1st Age of 5 Years Old Or Older Showing Eligible Days	
Prekindergarten Students Enrolled Without Proper PEIMS Code	
Students Coded Ineligible Or Not In Membership On Snapshot And Showing Eligible Days	
Student CTE Attendance Service ID and Course Completion CTE Service ID Mismatches	
Student Excess Contact Hour Summary	
Students Expelled To A County JJAEP That Do Not Report Ineligible Attendance	
Students With Homebound Or Hospital Code And CTE Hours In Same Six Weeks Period	
Students With Perfect Attendance And No Course Completion Indicator	
Students With September 1st Age Over 21 And Showing Eligible Days	


Student Data Validation

Leaver Validation

 Leaver Graduates Without Fall or Summer Enrollment Records

Miscellaneous Validation

 Home/Student Language Change Errors

 Fall Potential Emergent Bilingual Miscoding




Summer Limited Scope Attendance Audit Review (TEA Desk Audit)

Student Custom Reports







- Attendance Reports
- Average Daily Attendance (ADA) Reports
- AVID
- Class Roster
- Course Completion
- CTE **Updated Report**
- Discipline Reports
- Economic Disadvantage Reports
 - Economic Disadvantage Year Comparison Percentages
 - Erate Report
 - Fall Eco Dis Percent in Membership
- Emergent Bilingual / English Learner
 - EB / EL Services Survey
 - English Learner Year Comparison Percentages
- FTE Reports
- Graduation / Dropouts / Cohorts
 - Cohort Preliminary Preview
 - Dropout Early Warning System
 - Leaver Dropout Recovery 7th - 12th
 - Leaver FHSP Distinguished With Endorsement Breakdown
 - Preliminary Special Programs Graduation Rates
 - Summer FHSP Distinguished Completed With Endorsement Breakdown

Student Custom Reports

LEA / Campus





-  Campus Calendar Number Days by Reporting Periods
-  LEA Gifted Talented Program
-  LEA Programs of Study

PEIMS Summary and Review Reports








-  CCMR PEIMS Checklist
-  Fall Leaver Data Review
-  Fall PEIMS Checklist
-  Fall Student Data Review
-  Snapshot Enrollment Detail
-  Summer PEIMS Checklist

Student Custom Reports

Special Programs

-  At Risk Criteria Percentages
-  Ethnicity & Special Program Trends
-  Fall Special Program Counts
-  Potential At Risk Criteria

SPED

-  Fall Student Special Ed Program Enrollment
-  Regional Day School for the Deaf (RDSPD) Student List
-  Student Special Education Contact Hours
-  SPED Student Instructional Settings by Six Weeks
-  Special Education Year Comparison Percentages
-  Special Education Eligible Days and Contact Hours
-  Summer Student Special Ed Program Information for PEIMS/RF Tracker

SPPI-14

STAAR & PEIMS

Miscellaneous

-  Fall Snapshot Enrollment History
-  KG Students with PK Indicators and No Prior Year Enrollment
-  Potential Performance Acknowledgements
-  Students Continuously Enrolled Fall Snapshot
-  Students First Time Reported in Fall PEIMS Summary (New to District)
-  Student Mobility Rate Report