

IMS - Laserfiche/Skyward PEIMS Training

October 20, 2021

Agenda:

- Welcome
 - Daniel Casteel, Director of IMS
 - Tammy Yarbrough, Records Manager, Ext. 2450
 - Allie Hatt, Records, Ext. 2451
 - Lauren Ramirez, Ext 2452
 - Michelle Loth, PEIMS Coordinator, Ext. 2420
 - Melinda Taylor, PEIMS Ext. 2421
 - Alicia Rawlinson, PEIMS Ext. 2422
 - Kristina Wells, Secondary Attendance Ext. 2430
 - Sonia Davila, Elementary Attendance Ext. 2440

- Important Dates
 - October 29, 2021 - Fall PEIMS Snapshot - All data should be entered into Skyward. Notify program people they need to have PEIMS change forms completed. Fatals completed by the end of the day. Run Pre-PEIMS fatals in Skyward.
 - November 2, 2021 - Discipline Meeting 2 sessions (Elementary Registrars if scanning)
 - November 10, 2021 - PEIMS/Laserfiche Monthly Meeting
 - November 19, 2021 - Deadline for RSOV

- New Google Spreadsheet
 - Reach out to EL Compliance if you have any questions. Only students who are missing documents will be recorded on this spreadsheet

- EE/PK Students
 - EE Students on regular calendar
 - PK students on PK full-day or PK half-day calendars.
 - All ADA codes are 2 until further notice unless EE student is walk-in then they are 0
 - 101, 102, 106, 107, and 111 - A few items to discuss at the end of the meeting so don't leave.

- Checklist
 - Use it. It's your friend. We will be adding Date Student Enrolled. **Checklist is to be scanned with each new student**
 - We will sample a few students at each campus to make sure items are checklist are completed. This is different than the LF audit. We are checking for efficiency.

- Educational Aides
 - Update spreadsheet and remove all aides that are no longer employed.

- Early Reading Indicator
 - Melinda will mass load the ERIC codes.
 - Campuses will do individual codes

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- Leavers
 - They are still being reviewed and being marked 98's if documentation is incomplete. Get complete documentation ASAP or you'll have dropouts reported for PEIMS.
- Military Connected
 - Alicia is sending out military discrepancies. Please update accordingly if needed.
- TREx
 - TEA has begun deleting records older than 10 days. Keep up with incoming TREx records
- Permit Reports are coming out soon please update in a timely manner.
- TREx Special Circumstances Form
 - At-Risk is going to be eligible to be marked once records are received
 - High School Credit is going to be eligible to be marked once records are received
- Laserfiche
 - Email or call us to upgrade to Laserfiche 11 when you get a chance
 - NSOV and RSOV check the templates (we had over 3800 blank pages submitted in the 01 Student Registration to Process folder.)
 - Skyward RSOV will be turned off on Nov 19th.
- Parent Emails - please run a data mining report in Skyward and update all the missing parent emails in Skyward.
 - We need all parent emails in Skyward
 - Contact PEIMS department if you need assistance
- Cumulative Folder Audits will start in January!