

**PEIMS Summer Collection
End of Year Checklist**

- Print and Review Title I, Part A Student Roster
 - Present reports to responsible parties
 - Responsible party should sign and return to Data Coordinator
 - Corrections are marked on report and corrected by party responsible for data entry
 - Copy of final reports should be maintained by responsible party and original maintained by Data Coordinator or Campus Data Clerk

- Print and Review Special Education Roster including: Instructional Arrangement Code, Dates of enrollment, Grade Level
 - Present reports to responsible parties
 - Responsible party should sign and return to Data Coordinator
 - Corrections are marked on report and corrected by party responsible for data entry
 - Copy of final reports should be maintained by responsible party and original maintained by Data Coordinator or Campus Data Clerk

- Print and Review Migrant / Immigrant Rosters
 - Present reports to responsible parties
 - Responsible party should sign and return to Data Coordinator
 - Corrections are marked on report and corrected by party responsible for data entry
 - Copy of final reports should be maintained by responsible party and original maintained by Data Coordinator or Campus Data Clerk

- Print and Review Pregnancy Related Services (PRS) including: Enrollment and withdraw dates, Grade Level
 - Present reports to responsible parties
 - Responsible party should sign and return to Data Coordinator
 - Corrections are marked on report and corrected by party responsible for data entry
 - Copy of final reports should be maintained by responsible party and original maintained by Data Coordinator or Campus Data Clerk

- Print and Review Bilingual/ESL Student Roster
 - Present reports to responsible parties
 - Responsible party should sign and return to Data Coordinator
 - Corrections are marked on report and corrected by party responsible for data entry
 - Copy of final reports should be maintained by responsible party and original maintained by Data Coordinator or Campus Data Clerk

- Print and Review Gifted and Talented Student Roster
 - Present reports to responsible parties
 - Responsible party should sign and return to Data Coordinator
 - Corrections are marked on report and corrected by party responsible for data entry
 - Copy of final reports should be maintained by responsible party and original maintained by Data Coordinator or Campus Data Clerk
 - Student Retention

- Print and Review Principal's Report (ADA)
 - Present reports to responsible parties
 - Responsible party should sign and return to Data Coordinator
 - Corrections are marked on report and corrected by party responsible for data entry
 - Copy of final reports should be maintained by responsible party and original maintained by Data Coordinator or Campus Data Clerk

- Print and Review Graduate Roster with Last Day of Enrollment and Graduation Date
 - Present reports to responsible parties
 - Responsible party should sign and return to Data Coordinator
 - Corrections are marked on report and corrected by party responsible for data entry
 - Copy of final reports should be maintained by responsible party and original maintained by Data Coordinator or Campus Data Clerk

- Print and Review Discipline Record Review
 - Ensure all Discipline Records for School Year are entered
 - Run Report for any action codes that have not been closed
 - ✓ Present list of open records to discipline officer for correction

- Student Detail Reports for all students by 6-week reporting period (SAAH 2.3.1)
 - Completed signature page
 - ✓ Persons recording data (i.e.: Teacher)
 - ✓ Person approving data (i.e.: Attendance Clerk)
 - Filed for Potential Audit

- Campus Summary Reports for all campuses by 6-week reporting period (SAAH 2.3.2)
 - Completed signature page
 - ✓ Persons recording data (i.e.: Teacher)
 - ✓ Person approving data (i.e.: Attendance Clerk)
 - Filed for Potential Audit

- District Summary Report by 6-week reporting period (SAAH 2.3.3)
 - Completed signature page
 - ✓ Persons recording data (i.e.: Teacher)
 - ✓ Person approving data (i.e.: Attendance Clerk)
 - Filed for Potential Audit

- Copy of campus calendar with corrections for each track
 - Waiver Days
 - Weather Days taken
 - 6-week breakdown that aligns with what is reported in SIS
 - Total minutes for each day
 - Total minutes for year after adjustments (Should be greater than 75,600 minutes)
 - Filed for Potential Audit

- PET Report
 - Run final TSDS Enrollment Tracking for year
 - Make correction in TSDS

- Master Schedule