PEIMS EDIT+ Release Letter

Summer/Extended Year 2008-2009

April 6, 2009 (v1)

Releases 9.3 and 9.4

This Release Letter provides important information about the EDIT+ Summer/Extended Year 2008-2009 release; please use it to keep ESC, district, and campus staff trained and up-to-date. Copies are available for download @ *www.tea.state.tx.us/peims/editplus*.

Contents

Note: Please contact EDIT+ Customer Support at 512-936-2622 (or editplus@tea.state.tx.us) with any questions about this release.

►Reminders

The following section provides essential reminders regarding EDIT+ timelines and administration.

Archive Retrieval

Reminder! The **2006-2007 Collections** will be archived on **September 1, 2009**. Since only district reports are available in archived collections, any campus reports that are of interest to districts should be generated, then either printed or downloaded/saved *before* **September 1, 2009**.

EDIT+ Archive Policy

Reminder! District final submission files are accessible online for three years (current year and two prior years) before they are archived to tape. To retrieve an archived file, email your request to EDIT+ Customer Support. Include your district number, collection, and school year. Once Customer Support receives your request, the file is retrieved and emailed in a .zip file via TEA encrypted email (i.e., an email with a secure link that, when selected, retrieves the reply from Customer Support). Please plan ahead. File retrieval requests are handled by a third-party company and may take two weeks or more to process.

District-level reports are readily accessible online for five years (current year and four prior years) and will not be archived to tape. *After five years, the bundled reports are no longer accessible.* **Campus-level reports** are available online for three years (current year plus two prior years).

First Submission: File Transfers and Reports

Reminder! The final week before any 1st Submission closes, EDIT+ experiences an *extremely high volume* of file transfers and generated reports.

Due to the impact this high volume has on statewide processing, **please do not wait until the final week** to submit your files or generate reports. Whenever possible, please submit your report requests *earlier* in the collection rather than later OR wait until the Monday *following* the submission due date.

Approved Auto-Generated Reports

Reminder! District-level reports that have not been generated *prior* to rollup (the process that creates the Approved database) will be auto-generated by the system. Users will notice 'EditPlus Admin (TEA)' in the Run By column for any auto-generated report.

►Announcements

Please convey the following information to your ESC staff, districts, and campuses.

Internet Explorer 8

Warning! Do not use the Internet Explorer 8 browser with EDIT+ at this time. Microsoft has recently released Internet Explorer 8–Release Candidate 1; however, EDIT+ does not officially support IE8. Compatibility issues currently exist which result in difficulty sending files.

►Table Downloads

The following changes have been made to existing table downloads for Summer/Extended Year 2008-2009 (please check the *PEIMS Data Standards* for details):

- **ATTEND**
  -- Added: Last Date of Enrollment, Career & Technology Indicator Code, and Crisis Code

- **OEYP, BIL/ESL, ESY**
  -- Added: Crisis Code

►EDIT+ Functionality

During the Summer/ Extended Year 2008-2009 development cycle, the EDIT+ development team made significant changes to backend processes. These changes enhance EDIT+ performance for users but do not change the user interface.

►PET Functionality

The following section summarizes reminders and updates to the PET process within EDIT+.

Major Impact! PET File Naming Convention

Beginning June 1, 2009, PET files will utilize a **new** PET file naming convention that identifies a 4-digit school year. From June through August, the file naming convention used is contingent upon the school year. Please note the following:

For the 2008-2009 School Year: The PET system will allow transfer of PET files using the 8-character file naming convention of **P9[District ID]** through **8/31/09**.

For the 2009-2010 School Year and beyond: The PET system requires the new 11-character file naming convention of **P2010[District ID]** beginning **6/1/09**.

Note: During the **6/1/09** through **8/31/09** time frame (when there is an overlap of the 2008-2009 and the 2009-2010 school years), any PET file submitted for the 2008-2009 school year *must* use the 8-character file naming convention.

PET XSD Updates

The PET XSD is published annually by TEA in Appendix G of the *PEIMS Data Standards*. Other than standard yearly increments (DOB, Enrollment-Withdrawal window), there are no updates to the PET XML Schema Definition (XSD) for the current release.

Note: *For the 2010-2011 school year*, in addition to the standard yearly increments, USDE ethnicity and race codes will be implemented within PET.

The Key to Accurate PET Data

Staying in Synch. To keep your local system up-to-date, upload your PET file to TEA on a weekly basis. By doing so, you are keeping your local system and the TEA system in synch. Remember, once you have submitted a PET file, you do not have to wait until the following week to submit another file. PET files can be submitted at any time.

Note: To maintain data integrity, all districts that send PET batch files should submit enrollment/withdrawal updates via their PET file and should not make online PET event changes.

►SAF Functionality

The following section lists reminders for the SAF process within EDIT+.

Superintendent Name and Approval Match

Reminder! The Superintendent who electronically approves their district's file submission must be the person whose name is on the SAF form displayed within EDIT+. If the current Superintendent's name does not match the name displayed within EDIT+, this indicates the district has made a personnel change and not informed TEA by submitting an updated *TEASE Request for Access* form.

►EDIT+ Reports

The following section provides an update of EDIT+ reports implemented for the current collection.

New Summer Reports

PRF7D063: Student Crisis Code Roster

This report provides a listing of students who display a valid crisis code on their 100 record. It is the Summer equivalent of Fall report PRF5D046; however, differs from the Fall version in that the 400 records are searched for a Campus ID. Please see CRISIS-CODE in the *PEIMS Data Standards* for details.

PRF7D064: Flex Attendance – Superintendents Semester Report of Student Attendance

This report displays student attendance data for the Flexible Attendance program (e.g., OFSDP-Optional Flexible School Day Program or HSEP-High School Equivalency Program) for grades 9-12, as indicated on the student's 500, 505, and 510 records. Data displays by program type with page breaks by six-week reporting period; the 6th six-week page is followed by a grade summary of the program type. New report *PRF7D068*, described below, summarizes this report.

PRF7D065: Flex Attendance – Superintendents Semester Report of Career and Technical Education Eligible Days

This report summarizes Career and Technical Education eligible minutes, eligible days, and contact hours by six-week reporting period for students in grades 9-12 who are participating in a Flexible Attendance program (e.g., OFSDP or HSEP), as indicated on their 500 and 510 records. The report displays data by program type with a page break between programs.

PRF7D066: Flex Attendance – Superintendents Semester Report by Special Program

This report provides a distinct count by grade for LEP and Gifted and Talented students in grades 9-12 who are participating in a Flexible Attendance program (e.g., OFSDP or HSEP) during at least one six-week reporting period, as indicated on their 500 record.

PRF7D068: Flex Attendance – Superintendents Semester Report of Student Attendance Summary

This report summarizes student attendance in a Flexible Attendance program (e.g., OFSDP or HSEP) for grades 9-12 for each six-week reporting period as indicated on their 500, 505, and 510 records. The report also provides cumulative attendance totals for each reporting period for the entire school year. Data displays for each program type by six-week reporting period with a page break between programs.

PRF7D069: Flex Attendance – Superintendents Semester Report of Special Education Eligible Days and Excess Hours

This report summarizes eligible equivalent days, excess hours, and contact hours by six-week reporting period for Special Education students in a specific instructional setting who are participating in a Flexible Attendance program (e.g., OFSDP or HSEP), as indicated on their 500 and 505 records. Data displays by program type with a page break between programs.

PRFAD013: Survey of Students Generating Flexible Attendance Data

This report lists students who report attendance in a Flexible Attendance program (e.g., OFSDP or HSEP), as indicated on their 500, 505, or 510 records. Report data is divided into three sections: the first section displays *all students* within the district generating Flexible Attendance program Data (500 record); the second and third sections break out Special Education Flexible Attendance Data (505 record) and Career and Technical Education Flexible Attendance Data (510 record). The report sorts by student name, six-week reporting period, grade, and campus ID in ascending order.

Enhanced Summer Reports

PRFAD011: Students with a Mandatory Expulsion to a JJAEP with Attendance in That Reporting Period

This report has been enhanced to include Disciplinary Reason Code '57.' Also note the report title has been changed from 'Survey of Students Expelled to a JJAEP With Attendance in that Reporting Period' to the current name. The new title better reflects that students are listed on the report as a result of mandatory disciplinary action.

New Extended Year Reports

PRFED008: Student Crisis Code Roster

This new report is the Extended Year version of Fall report PRF5D046 and Summer report PRF7D063 and, as with those two reports, provides a listing of students who display a valid crisis code on their 100 record. The report differs from the Fall and Summer versions in two respects: (1) there is no As Of Status Code in the Extended Year report; and (2) the 407, 408, and 101 records are searched in this order for a valid Campus ID. Please see CRISIS-CODE in the *PEIMS Data Standards* for details.

►PID Reports

The following section provides an update of PID report enhancements for the current collection.

PID Discrepancy Reports

Important Reminder! With the addition of the new 500 record (Flexible Attendance), LOCAL-ID, GRADE-LEVEL-CD, and CAMPUS-ID on Summer PID Discrepancy Reports are determined by using the highest week of all six-week reporting periods in a student's 400 and 500 records. If the highest week is the same in both records, the 500 record is used.

►Udocs

EDIT+ user materials are available on the TEA website (select A-Z Index from the top navigation bar on the main page of the TEA website, then scroll to PEIMS Edit Plus):

► The EDIT+ **User Reference Guide** provides *new* and *experienced* EDIT+ users with a guide to the functionality and processes of EDIT+, including the data collection, file send, and report processes.

► The EDIT+ **Administrator Reference Guide** provides an instructional resource for the EDIT+ user who has Administrator-level permissions. The *Guide* also contains detailed information about SAF and PET functionality and processes.

► The EDIT+ **Tables Reference Guide** provides users with a single-source reference guide to EDIT+ table downloads and lookup tables.

► EDIT+ **Technical Tips** assist the experienced user with specific technical information not found in either the *User* or *Administrator Guide*.

Additionally, help files are available within the EDIT+ application:

► **UserHelp** provides the user with topical explanations of EDIT+ functions and features via a direct link to the EDIT+ *User Guide* and the EDIT+ *Administrator Guide*.

► **ReportsHelp/EDIT+** provides a description of EDIT+ reports and their elements. To access ReportsHelp, from within EDIT+, select the purple book icon next to a report name. EDIT+ ReportsHelp is collection-specific.

► **ReportsHelp/PET** provides a description of PET reports and their elements. To access PET ReportsHelp, from within PET, select the purple book icon next to a report name. PET ReportsHelp is school year-specific.