September 17, 2015

TO: Principals
FROM: Peggy Sullivan, Manager, PEIMS
       John Rouse, Director, Management and Information Systems

SUBJECT: 2015-2016 PEIMS Round 1 Review

The PEIMS Fall Submission is when we submit to the Texas Education Agency all enrollment and demographics on students attending Dallas ISD and the staff serving them as of the Snapshot Date of October 30, 2015. There will be three review rounds this fall and you should be receiving the first round’s packet in the school mail on or about Monday, September 21. The Round 1 Review includes the PID Discrepancy Roster (comparison of student demographics on Chancery to the state database), the PET Presumed Duplicate Student Report for Enrollment (lists students with overlapping enrollment between us and another school district), and Potential Dropouts (secondary only). Detailed instructions will be in the packet. Please review the instructions and distribute to your staff as appropriate. Gather all items from your staff after the review is complete and return the items and the principal’s signature sheet to either the Campus and Administrative Support department (administration building) or PEIMS department (H.B. Bell building) no later than Friday, October 9, 2015.

If you have any questions about PEIMS or the Round 1 Review, please contact Peggy Sullivan at Sullivan@dallasisd.org or (972) 925-6462.

Approved:

Justin Coppedge
Deputy Chief of Staff

Dr. Robert Bravo
Chief of Schools Officer

Enclosures

C: Assistant Superintendents – School Leadership
   Division Executive Directors – School Leadership
   Coordinators – Campus and Administrative Support