

District Reporting Requirements

The Texas Education Agency (TEA) establishes district reporting requirements for both automated data collections (those that involve the submission of data in an exclusively electronic format) and paper collections. In most instances, districts are given the option to submit paper collections in an electronic format.

There are now several data requirements that depend on the submission of electronically formatted information from school districts. The most extensive of these systems is the general data collection known as the Public Education Information Management System (PEIMS). This data system gathers information about public education organizations, school district finances, staff, and students. A summary of the information types is shown in Table 9.1.

There are 152 data elements in PEIMS for the 1998-99 school year, and all reporting requirements for the elements are documented annually in the TEA publication, *PEIMS Data Standards*. This large-scale data collection is designed to meet a number of data submission requirements in federal and state law. The PEIMS system and its data requirements are the subject of two advisory review committees. The Policy Committee on Public Education

Information meets on a quarterly basis to provide advice to the commissioner concerning data collection policies and strategies. All major changes to PEIMS requirements are reviewed by this committee, which is comprised of representatives of school districts, education service centers, and legislative and executive state government offices.

In addition, the Information Task Force provides technical reviews of proposed changes to PEIMS data standards, and reports to the Policy Committee on Public Education Information. This group is made up of agency, school district, and regional education service center staff, and has conducted sunset reviews in 1991-92, and again in 1996-97, of all PEIMS data elements to minimize reporting burdens on school districts.

The agency maintains a system used for gathering information in an electronic format for the Child Nutrition Program Information Management System (CNPIMS). This data collection system is designed to meet the administrative data requirements of the National School Lunch and School Breakfast reimbursement systems. It is designed for direct input from school districts through an Internet connection. There are approximately five principal entry screens with about 30 data ele-

Table 9.1
Information Types in the PEIMS Electronic Collection

<p>Organizations</p> <ul style="list-style-type: none"> ◆ District name and assigned number ◆ Shared service arrangement types, fiscal agent, and identifying information ◆ Campus identification and certain program component information specific to that campus <p>Finances</p> <ul style="list-style-type: none"> ◆ Budgeted revenue and expenditures for required funds, functions, objects, organizations and programs ◆ Actual revenue and expenditures for required funds, functions, objects, organizations and programs <p>Staff</p> <ul style="list-style-type: none"> ◆ Identification information, including Social Security number and name ◆ Demographic information, including gender, ethnicity, date of birth, highest degree level, and years of professional experience 	<ul style="list-style-type: none"> ◆ Employment, including days of service, salary, and experience within the district ◆ Permits held by staff to perform certain job functions ◆ Responsibilities, including the types of work performed, its location, and, in some cases, the times of day <p>Student</p> <ul style="list-style-type: none"> ◆ Identification, including a unique student number, name, and basic demographic information ◆ Enrollment, including campus, grade, special program participation, and various indicators of student characteristics ◆ Attendance information for each six-week period and special program participation ◆ Course completion for grades 9-12 ◆ Graduated student information ◆ Dropout information
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ments in the CNPIMS for the 1998-99 school year, and all reporting requirements for the elements are documented online. Total data requirements vary with the size of the school district, but monthly reimbursement claims require input of only eight fields.

A comparable system for order entry of textbooks has also been developed at the agency. The Educational Materials (EMAT) system allows schools to place textbook orders over the Internet. There are multiple steps to the process, but school districts generally enter the materials code and a quantity to place an order.

School districts have recently been given the ability to enter other transactional data directly through the Internet. The Adult and Community Education System (ACES) was recently implemented to allow users to enter data and print reports that track the status of students participating in Texas adult education programs. The New Generation System (NGS) is an interactive interstate information network for migrant students. This system is designed to allow student data to be shared among districts serving migrant children.

Applications for Carl Perkins funds, certain funds managed by the Divisions of Special Education and Service for the Deaf, and certain expenditure reports can now be completed and submitted over the Internet.

The Texas Education Agency proscribes paper collection instruments for certain information that cannot meet the development cycle or data architecture of the PEIMS data collection. In many cases, data requirements change with more frequency and with less lead-time than the PEIMS system supports. In other cases, the information acquired is too variable to fit predetermined coded values, or requires a more open reporting format than electronic formats provide.

Paper collection requirements are presented on the TEA web site, along with a downloadable version of each collection instrument. This form of publication replaces the published paper version of *Bulletin 742 - Data Submission to the Texas Education Agency*. The online document has excluded certain short-term data collections, such as one-time surveys or transitional collection systems.

The Texas Education Agency Data Approval Committee (TEADAC), composed of staff from across the agency, conducts sunset reviews of documents in Bulletin 742, develops ongoing reviews of new

Table 9.2
Bulletin 742 Summary for 1998-99

<u>Documents published and available on TEA web site</u>		54
Business forms	29	
Data collection instruments	25	
<u>Data collection instruments not published on web site</u>		4
<u>32 Total Data Collections for 1998-99</u>		
Federal Requirements		12
Title I	2	
Eisenhower Professional Development	1	
Safe and Drug-Free Schools	1	
Emergency Immigrant Education	1	
Gun-Free Schools	1	
Special Education	3	
Civil Action 5281	3	
State Requirements		15
Bilingual Education	2	
Special Education	2	
Transportation	2	
Other	9	
Both State and Federal Requirements		2
Adult Education	1	
Career and Technology	1	

data requirements, and is creating an educational program for agency staff to make paper collections more effective and less burdensome. The result is a much smaller set of paper collections, which are categorized in Table 9.2.

The sources of remaining data requirements are also shown in Table 9.2. The number of paper collections has been substantially reduced in part due to elimination of statutory requirements or the reassignment of functions to other agencies. The length of reports is difficult to assess because several reports vary in length according to the number of affected students, staff, or campuses. In the basic form, the 29 data collection instruments have less than 100 total pages of data entry. Review of Bulletin 742 documents will continue on an ongoing basis.

Agency Contact Persons

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Other Sources of Information

1998-99 Public Education Information Management System Data Standards; TEA web site