

# PEIMS STUDENT PID CORRECTION TRAINING



Linda Davis, PEIMS Manager  
Phone Number: 254/297-1231

David McKamie, Dir. Inform. Services  
Phone Number: 254/297-1229

E-Mail Address: [ldavis@esc12.net](mailto:ldavis@esc12.net)  
Fax Number: 254/666-0823

# PERSON IDENTIFICATION DATABASE

- PEIMS data sent in by the district
- PEIMS data added to the TEA PEIMS database
- Person Identification Data may/may not be added to the PID
- A PID error is generated when you send in data that does not match the PID
- Information about that person will not be included in some reports or summary counts.

# PID Discrepancies

- Impact AEIS Reports
- A student's TAKS scores will not be included in reports if there is not a PID match
- PID errors cause students to be listed as “under-reported” and/or not added to the PET system.
- Districts must meet or be below the state mandated PID rate of 1% or lower or 10 or fewer PIDS.

# PID Error Listing Headings

Source	DST = the data currently being submitted by the district PID = the data currently in the PID database at TEA
SSN/ ALT ID	Social Security Number or State ID number of student or staff member
PRV SSN	If present, will be on the DST line. This number is listed if a PEIMS record 105 (for students) or record 045 (for staff) is being submitted for the person
Local ID PRV CAMP	The DST line shows the student's LOCAL ID, if one is being reported (it is optional data). The PID line shows the "previous campus" (county-district + campus number) – this is last campus to report or update this person
FIRST, MIDDLE LAST NAME	DST line shows the person's name as the district is currently submitting it. PID line shows the person's name as it currently exists on the TEA PID database.
GEN	If present, indicates person GENERATION CODE (Jr., Sr., III, etc).
DOB	DST line shows the person's date-of-birth as the district is currently submitting it. PID line shows the person's date-of-birth as it currently exists on the TEA PID DB
S-E	DST line shows the person's sex and ethnicity as the district is currently submitting it. PID line shows the person's sex and ethnicity as it currently exists on the TEA PID DB.
R C	On the DST line only – shows if the demographic Revision Code is set to "1" or "0"
I D	On the DST line only – identifies whether an ID number change will be attempted. Shows "Y" if a 105 or 045 record is being submitted for the person.
APL	Indicates the last application, which actually made a change to the PID data for this person. AUD= Audit Division; DBA= Database Administration; GED= General Equivalency Degree; PEI= batch PEIMS (district PEIMS file); PIM= on line change made by TEA staff; TCT= Teacher & College Testing.

# Steps to Correct PID Errors

- Verify your district data
- Verify whether all lines of data refer to the same student
  - Check previous campus number – did the student ever attend there?
  - Check student's folder, enrollment papers, etc.
  - Ask the student

Frequent error....student with 2 PID lines and creating the demo revision and/or 105 record

# Steps to Correct PID Errors

- Verify whether all lines of data refer to the same student
  - A. If all lines refer to the same student – determine how to make your data and the PID match:
    - Change your data so that it will match the data on PID
    - Change the PID data so that it will match your **correct** data
      1. Submit an instruction to change PID
        - Create a 105 record (previous SSN/Alt. ID)**
        - Insert a demographic revision code on the 101 record**
      2. Make corrections directly in PID Maintenance
      3. Send a manual change to the ESC to be sent to TEA
        - To change more than 1 major field
        - (last name, first name, or date of birth)

# Steps to Correct PID Errors

- Verify whether all lines of data refer to the same student
  - B. If all lines **DO NOT** refer to the same student – determine how to make the PID recognize that this is a different student:
    - Change your data so that it **will not** match the PID
      1. **Correct your data** that was submitted in error
      2. **Remove the unnecessary** 105 record or demographic revision code
    - Send information to the ESC to send to TEA for a manual addition to the PID
      1. A **legible** copy of the SS card to prove you are using the correct number.
      2. A **Special Add** to tell TEA that although some of the data is the same, these are two different students with the same demographics

# Steps to Correct PID Errors

- Other Errors that should be sent to TEA
  - C. Same person on the PID with two ID numbers
  - D. Two person ( particularly siblings) who's ID number on the PID is switched
    - Remember to remove demo revision code and/or 105 record if inserted

NOTE 1: SSN is NOT considered a **Demographic Element** – do not use the demo revision code to show a SSN change.

NOTE 2: Major demographic elements: **LAST NAME, FIRST NAME, DATE-OF-BIRTH** – if two or more of these 3 elements need to be updated for a person, the PID error discrepancy report **MUST** be submitted to TEA indicating the district line is correct without the demo revision code inserted. **Setting the demo revision code will not work in these cases.**

# PID Maintenance

- District users that have access can make corrections in the PID database
  - Only make corrections when you have documentation to support the correction
    - Birth certification for demographics
    - Student SSN card for student ID
  - Corrections on the PID database for a student not currently enrolled in your district (Leavers) is not allowed
    - Contact current district for updated info

# Request for Manual Updates to the PID

- **A copy of the PID Error Report** and supporting documentation for the request is required for TEA to make the correction.
- If a discrepancy involves two persons using the same Social Security Number, a **legible copy of the Social Security card** is needed to prove ownership of the SS number.
- Supporting documentation showing a complete name change: a new birth certificate or court order showing the name change.

# Do an Early PID Check!!

- The PID is a dynamic data base. It is changing every day. What was on your PID Error Report after the PEIMS submission may no longer be the same.
- Updates can **only be made to a specific PID record every 14 days.**
- **Send your manual corrections to the ESC EARLY!**
- Manual corrections must be sent to TEA prior to the resubmission due date. TEA has to have time to make the corrections before the resubmission is complete.

# Timelines for PID Updates

- TEA's commitment to you!
  - All PID update requests received at TEA three weeks or more in advance **WILL** be corrected prior to the submission due date.
  - EXCEPTION: Any SSN requiring verification by the Social Security Administration office may take longer.
  - Late requests handled as soon as possible in the order received.

# **PID DISCREPANCIES**

## **DONE BY DISTRICTS**

**EXAMPLE 1- STUDENT ON PID WITH “T”# - If this is same person, District needs to use the “T” number as previous SS# on 105 record. TEA gave student the “T” # because some other district sent them proof that the # belonged to their student.**

SOURCE	SSN or <u>ALT-ID</u>	PRV SSN	LOCAL ID <u>PRV CAMP</u>	FIRST NAME	MIDDLE NAME	LAST NAME	GEN	DOB	R I			APL
									S- E	C D		
DST	395651409		1023366	ANDREW	T	MATTHEWS		11/19/1972	M 5		N	
PID	T25678522 *****		044906201	ANDREW	T	MATTHEWS		11/19/1972	M 5			PIM

\*\*\* # W9100011                      ERROR ON Add -- SSN/ALT-ID DID NOT MATCH BUT DEMOGRAPHICS MATCHED

**EXAMPLE 2 – SAME STUDENT WITH INCORRECT DEMOGRAPHICS ON PID: District may need to correct their PEIMS data if PID is correct. If PID is incorrect the District should add a “1” in the Demographic Revision column of the 101 record for that student**

SOURCE	SSN or <u>ALT-ID</u>	PRV SSN	LOCAL ID <u>PRV CAMP</u>	FIRST NAME	MIDDLE NAME	LAST NAME	GEN	DOB	R I			APL
									S- E	C D		
DST	455445555		00250576	DONNA		MURRY		09/09/1983	F 4		N	
PID	455445555		044906201	DONNA		MURRY		09/19/1982	F 4			PEI

\*\*\* # W9100012                      Error on VERIFY --- SSN/ALT-ID MATCHED BUT DEMOGRAPHICS DID NOT MATCH

**EXAMPLE 3-FIRST NAME MATCHES PID MIDDLE NAME; MIDDLE NAME MATCHES PID FIRST NAME District needs to check accuracy of their data and make changes to data or put in a demo revision (101 record) to change information on PID.**

SOURCE	SSN or <u>ALT-ID</u>	PRV SSN	LOCAL ID <u>PRV CAMP</u>	FIRST NAME	MIDDLE NAM	LAST NAME	GEN	DOB	R I			APL
									S- E	C D		
DST	630938354		000100	CONNIE	M	WRIGHT		07/09/1986	F 5	0	N	
PID	630938354		057905123	MARIE	C	WRIGHT		07/09/1986	F 5			PEI

\*\*\* # W9100017                      FIRST NAME MATCHES PID MIDDLE NAME; MIDDLE NAME MATCHES PID FIRST NAME

**EXAMPLE 4-STUDENT NOT FOUND ON PID: Database could not find a match on student's SS#. Therefore, requested demo revision (101 record) was not made. District must remove demo revision (101 record), then student can be added to PID if not already on PID with different SS#.**

SOURCE	SSN or ALT-ID	PRV SSN	LOCAL ID PRV CAMP	FIRST NAME	MIDDLE NAME	LAST NAME	GEN	DOB	S- E	R I C D	APL
DST	265811818		0000114	MICKEY	SUN	FOSTER		06/18/1987	M 5	1	

\*\*\* # W9100031 ERROR ON DEMOGRAPHICS CHANGE -- SSN/ALT-ID DID NOT MATCH

**EXAMPLE 5-STUDENT NOT FOUND ON PID WITH NEW SS# OR PREVIOUS SS#: There was no match on previous SS# or new SS#, PID was not able to make change. District needs to remove the previous SS# (105 record) or verify accuracy of SS#'s.**

SOURCE	SSN or ALT-ID	PRV SSN	LOCAL ID PRV CAMP	FIRST NAME	MIDDLE NAME	LAST NAME	GEN	DOB	S- E	R I C D	APL
DST	185938118	S00192811	0003211	MARK	LEE	MAXWELL		03/05/1985	M 5	Y	

\*\*\* # W9100032 SSN/ALT-ID CHANGE (105) -- DID NOT MATCH PREVIOUS SSN OR NEW SSN

**EXAMPLE 6-STUDENT MATCHED PREVIOUS SS#, BUT DEMOGRAPHICS DID NOT MATCH: District needs to remove previous SS# (105 record) or verify accuracy of district data.**

SOURCE	SSN or ALT-ID	PRV SSN	LOCAL ID PRV CAMP	FIRST NAME	MIDDLE NAM	LAST NAME	GEN	DOB	S- E	R I C D	APL
DST	359658988	457658988	0000173034	SELINA	MARIE	VASQUEZ		12/01/1980	F 4	0 Y	
PID	457658988		015915001	VERONICA	L	COLUMBO		06/01/1980	F 4		PEI
				*****	*****	*****		*****			

\*\*\* #W9100033 SSN/ALT-ID CHG (105) MATCHED PREVIOUS SSN BUT DEMOG DID NOT MATCH

**EXAMPLE 7-STUDENT MATCHED NEW SS#, BUT DEMOGRAPHICS DID NOT MATCH: District needs to verify the correct number for their student and remove previous SS# (105 record).**

SOURCE	SSN or <u>ALT-ID</u>	PRV SSN	LOCAL ID <u>PRV CAMP</u>	FIRST NAME	MIDDLE NAME	LAST NAME	GEN	DOB	R I			APL
									S- E	C D	Y	
DST	S13031999	S14808188	20100034	OSCAR	E	BAILEY		12/01/1976	F 4		Y	
PID	S13031999		015915101	ADAM		GARCIA		07/05/1985	F 4			PEI
				*****	*****	*****		*****				
		*** # W9100034		SSN/ALT-ID CHG (105) MATCHED NEW SSN BUT DEMOG DID NOT MATCH								

**EXAMPLE 8-STUDENT MATCHED PREVIOUS SS# AND DEMOGRAPHICS, BUT NEW SS# IN USE: District needs to verify accuracy of new SS#. If incorrect, make necessary changes to district data. If number is correct, send proof to TEA of Social Security ownership and remove previous SS# (105 record).**

SOURCE	SSN or <u>ALT-ID</u>	PRV SSN	LOCAL ID <u>PRV CAMP</u>	FIRST NAME	MIDDLE NAME	LAST NAME	GEN	DOB	R I			APL
									S- E	C D	Y	
DST	556988823	S15767255	0000240750	BILLY	JOE	TURNER		03/03/1980	M 5	0	Y	
PID	S15767255		071901001	BILLY	JOE	TURNER		03/03/1980	M 5			PEI
PID	556988823		071902103	ELIZABETH		TURNER		02/15/1987	F 5			PEI
	*****											
		*** # W9100035		SSN/ALT-ID CHG (105) -- MATCHED PREVIOUS SSN BUT NEW SSN IN USE								

**EXAMPLE 9- STUDENT DID NOT MATCH PREVIOUS SS# OR NEW SS#: PID database could not find a match on new SS# or previous SS#. District needs to verify numbers and make appropriate corrections or remove previous SS# (105 record) and demographic revision (101 record).**

SOURCE	SSN or <u>ALT-ID</u>	PRV SSN	LOCAL ID <u>PRV CAMP</u>	FIRST NAME	MIDDLE NAM	LAST NAME	GEN	DOB	R I			APL
									S- E	C D	Y	
DST	413282525	S14825099	00271067	JOSE	ANTONIO	ESQUIVEL		03/19/1978	M 4	1	Y	
	*****	*****										
		*** #W9100036		SSN/DEMOG CHG (105+101) DID NOT MATCH PREVIOUS SSN OR NEW SSN								

**EXAMPLE 10- STUDENT MATCHED NEW SS#, BUT DEMOGRAPHICS DID NOT MATCH: If this is same student, district needs to remove previous SS# and leave demographic revision (101 record). DOB will be updated on PID database.**

SOURCE	SSN or ALT-ID	PRV SSN	LOCAL ID PRV CAMP	FIRST NAME	MIDDLE NAME	LAST NAME	GEN	DOB	R I		APL
									S- E	C D	
DST	661779931	S18235099	17540027	KENNETH	J	CALDWELL		08/21/1985	M 5	1 Y	
PID	661779931		057905122	KENNETH	J	CALDWELL		05/21/1985	M 5		PEI

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\*\*\* # W910037

SSN/DEMOG CHG (105+101) MATCHED NEW SSN BUT DEMOG DID NOT MATCH

# **PID DISCREPANCIES DONE BY TEA**

**All PID corrections to be done at TEA must go to the PEIMS Coordinator at the district's ESC. They will review and forward to TEA**

**Districts must remove 101-R/105 records for PID updates done at TEA. Otherwise, PID errors will continue to show up on district reports for those persons who were manually updated by TEA staff.**

**WHEN COPY OF SS# IS REQUIRED THE NUMBER MUST BE LEGIBLE**

**EXAMPLE 1-SPECIAL ADD: Two different students. Student on top line needs to be added to PID database by TEA staff.**

SOURCE	SSN or <u>ALT-ID</u>	PRV SSN	LOCAL ID <u>PRV CAMP</u>	FIRST NAME	MIDDLE NAME	LAST NAME	GEN	DOB	R I			APL
									S- E	C D		
DST	424687643		000075	JAMES	K	SMITH		11/21/1972	M 5		N	
PID	456977393 *****		081903042	JAMES	M	SMITH		11/21/1972	M 5			PEI

\*\*\* # W9100011                      ERROR ON ADD -- SSN/ALT-ID DID NOT MATCH BUT DEMOGRAPHICS MATCHED

**EXAMPLE 2-CONFLICT OVER STUDENT SS#: Student on PID is using another student's SS#. TEA staff will assign a temporary (T) number to student on PID using wrong number. Proof of Social Security ownership must be sent to TEA along with error message.**

SOURCE	SSN or <u>ALT-ID</u>	PRV SSN	LOCAL ID <u>PRV CAMP</u>	FIRST NAME	MIDDLE NAME	LAST NAME	GEN	DOB	R I			APL
									S- E	C D		
DST	395651409		101912188	ANDREW	T	MATTHEW		11/19/1988	M 5		N	
PID	395651409		044906001	JANIE	SUE	ROBLES		01/01/1986	F 4			PEI

\*\*\* # W9100012                      ERROR ON VERIFY --- SSN/ALT-ID MATCHED BUT DEMOGRAPHICS DID NOT MATCH

**EXAMPLE 3-CHANGE MORE THAN ONE MAJOR DEMOGRAPHIC: More than one of the three major demographics (First Name, Last Name, DOB) need to be corrected on PID. Send copy of error report indicating changes that need to be made along with supporting documentation.**

SOURCE	SSN or <u>ALT-ID</u>	PRV SSN	LOCAL ID <u>PRV CAMP</u>	FIRST NAME	MIDDLE NAM	LAST NAME	GEN	DOB	R I			APL
									S- E	C D		
DST	467478878		000322	JONATHON	RAY	HONSHEN		10/17/1984	M 5	0	N	
PID	467478878		001907001	JOHNATHON	R	HONSHEN		10/17/1982	M 5			PEI

\*\*\* #W9100012                      ERROR ON VERIFY --- SSN/ALT-ID MATCHED BUT DEMOGRAPHICS DID NOT MATCH

**EXAMPLE 4-STUDENT ALREADY ON PID WITH ALT-ID AND ANOTHER STUDENT ON PID USING THAT STUDENT’S SS#: TEA will issue a “T” to other student and change from state assigned# to correct SS#. Proof of Social Security ownership must be sent to TEA along with error message.**

SOURCE	SSN or <u>ALT-ID</u>	PRV SSN	LOCAL ID <u>PRV CAMP</u>	FIRST NAME	MIDDLE NAME	LAST NAME	GEN	DOB	S- E	R I C D	APL
DST	395611409		1023366	ELISABETH	E	CALVARILLO		11/22/1981	F 4	0 N	
PID	395611409		044906201	ERICA	MUNOZ	CALVARILLO		04/19/1984	F 4		PEI
PID	S03581011 *****		044906201	ELISABETH	E	CALVARILLO		11/22/1981	F 4		PEI
				*****	*****	*****		*****			

\*\*\* # W910014                    ERROR ON VERIFY -- SSN MATCHED BUT NOT DEMOG; ALSO DEMOG MATCHED BUT NOT SSN

**EXAMPLE 5- SAME STUDENT ON PID TWICE WITH DIFFERENT DEMOGRAPHICS: TEA will correct demographics on PID for student under SS#. District must remove demographic revision (101 record).**

SOURCE	SSN or <u>ALT-ID</u>	PRV SSN	LOCAL ID <u>PRV CAMP</u>	FIRST NAME	MIDDLE NAM	LAST NAME	GEN	DOB	S- E	R I C D	APL
DST	639212390		000282311	IKE	REYMUNDO	TAMEZ		08/09/1978	M 4	1 N	
PID	639212390		071902101	IKE	REYMUNDO	TAMEZ		08/09/1977	M 4		PEI
PID	S11388868 *****		071907041	IKE	RAYMUNDA	TAMEZ		08/09/1978	M 4		GED
				*****	*****			*****			

\*\*\* #W910030                    DEMOGRAPHIC CHANGE (101) --- DEMOGRAPHICS MATCHED ON DIFFERENT SSN/ALT-ID

**EXAMPLE 6-SAME STUDENT ON PID TWICE WITH DIFFERENT SS# AND DEMOGRAPHICS: TEA will correct demographics on PID to match district submission under correct SS#. District must remove previous SS# (105 record) and demographic revision (101 record).**

SOURCE	SSN or <u>ALT-ID</u>	PRV SSN	LOCAL ID <u>PRV CAMP</u>	FIRST NAME	MIDDLE NAME	LAST NAME	GEN	DOB	S- E	R I C D	APL
DST	351547764	351547784	045116559	KATHLEEN	PATRICIA	WATSON		09/23/1983	F 5	1 Y	
PID	351547784		240901102	KATHLEEN	P	WATSON		09/23/1983	F 5		PEI
PID	351547764 *****		015910111	KATHLEEN	PATRICIA	WATSON		09/23/1982	F 5		PEI

\*\*\* # W9100038                      SSN/DEMOG CHG (105+101) MATCHED PREVIOUS SSN BUT NEW SSN IN USE

**EXAMPLE 7-TWO DIFFERENT STUDENTS WITH COMMON DEMOGRAPHICS: TEA will change from state assigned # to the correct SS# and reverse the first and middle names. District must remove previous SS# (105 record) and demographic revision (101 record).**

SOURCE	SSN or <u>ALT-ID</u>	PRV SSN	LOCAL ID <u>PRV CAMP</u>	FIRST NAME	MIDDLE NAME	LAST NAME	GEN	DOB	S- E	R I C D	APL
DST	555078904	S45003822	000075	JOSE	LUIS	GARCIA		09/14/1973	M 4	1 Y	
PID	S45003822		001901101	LUIS	JOSE	GARCIA		09/14/1973	M 4		PEI
PID	469783287 *****		101901102	JOSE	ALFREDO	GARCIA		09/14/1973	M 4		PEI

\*\*\* # W9100039                      SSN/DEMOG CHG (105+101) DEMOGRAPHICS MATCHED ON DIFFERENT SSN/ALT-ID

**EXAMPLE 8-MATCHED SSN/ALT-ID BUT MORE THAN ONE OF THE THREE MAJOR DEMOGRAPHICS DID NOT MATCH: If not same person, district will have to submit proof of SSN.**

SOURCE	SSN or <u>ALT-ID</u>	PRV SSN	LOCAL ID <u>PRV CAMP</u>	FIRST NAME	MIDDLE NAM	LAST NAME	GEN	DOB	S- E	R I C D	APL
DST	654321000		123456789	GWENDOLYN	MARIE	FOSTER		08/05/1977	F 5	1	
PID	654321000		001901101	GWEN	MARIE	GOODVINE		04/14/1977	F 5		PEI

\*\*\* #W9100042                      DEMOG CHG (101) -SSN/ALT-ID MATCHED BUT 2 OUT OF 3 DEMOG MUST MATCH

**EXAMPLE 9-STUDENT MATCHED PREVIOUS SS#, BUT 2 OUT OF 3 DEMOGRAPHICS DID NOT MATCH:**  
**Data was submitted with a 101-R and a 105. Prior ID matched a record on PID. The new SSN/ALT ID was already being used and the demographic revision required more than one of the major demographics to be changed. District will have to verify new SS# and send TEA proof if it belongs to their student. If it is the same student with a name change, then TEA will have to correct. District will have to remove 101-R and 105 to avoid further errors.**

SOURCE	SSN or <u>ALT-ID</u>	PRV SSN	LOCAL ID <u>PRV CAMP</u>	R I			GEN	DOB	S- E	C D	APL
				FIRST NAME	MIDDLE NAME	LAST NAME					
DST	645434144	654434144		HENRY	WILLIAM	HERRING		08/08/1992	M 5	1 Y	
PID	654434144		227901001	STEVEN	DONALD	GRAVES		09/27/1992	M 5		PEI
				*****	*****	*****		*****			

\*\*\* # W9100043                   SSN/DEMOG CHG (105+101) MATCHED PREVIOUS SSN; BUT 2 OUT OF 3 DEMOG DID NOT MATCH