Ready, Set, Report!
CTE & PEIMS Checklist for Success

1. PEIMS Data Coordination

☐	Identify CTE leadership team (Director, Curriculum, PEIMS, SPED, Counselors, Admin)
☐	Establish PEIMS process calendar (Fall, Summer, Extended Year, Six-Weeks)
☐	Review updates to TWEDS
☐	Ensure data entry accuracy in SIS (Skyward, ASCENDER, PowerSchool, Frontline)

2. Student Eligibility & Attendance

☐	Confirm student eligibility (Grades 7–12) for CTE funding
☐	Verify CTE course minutes (Minimum 45 minutes daily)
☐	Validate attendance reporting by V-code (V1, V2, V3)
☐	Remove ineligible days (DAEP/ISS over 5 days without CTE instruction)
☐	Review CTE FTEs after submissions

3. Teacher & Course Eligibility

☐	Verify CTE teacher certification (19 TAC Chapter 231 or DOI plan)
☐	Maintain documentation for dual credit partnerships (MOUs)
☐	Ensure adequate resources and TEKS-aligned labs
☐	Review CTE service IDs and course codes using TWEDS
☐	Monitor innovative courses and maintain board approvals

4. Course Completion & Credits

☐	Verify CourseAttemptResult (Pass/Fail) for Summer and Extended PEIMS
☐	Confirm CourseSequence accuracy for multi-part courses
☐	Ensure transcripts reflect proper CTE credits and endorsements

5. Programs of Study

☐	Report Programs of Study where students can complete 3+ courses / 4+ credits
☐	Verify CTE Indicator Codes (4-Not CTE, 5-Participant, E-Explorer, 6-Concentrator, 7-Completer

6. Industry-Based Certifications (IBCs)

☐	Track all IBC attempts and results (Earned/Passed)
☐	Enter IBCVendor (Certifying Entity ID)
☐	Report IBCExamFeeAmount (Up to 2 reimbursable > $0.00)
☐	Include IBCBackgroundCheckCost for fingerprint/background check
☐	Maintain documentation for audit verification

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7. Reporting & Deadlines (2025–2026)

☐	Fall PEIMS: Dec. 11 (1st) / Jan. 15 (Resub)
☐	Summer PEIMS: June 18 (1st) / July 16 (Resub)
☐	Extended Year PEIMS: Aug. 27 (1st) / Oct. 1 (Resub)
☐	Six-Weeks Attendance Submissions: Jan. 30, Mar. 20, May 8