Texas Education Agency

Request for Access
PEIMS, EDIT+, PID and PET

General Instructions

Use this authorization form to request, modify, or revoke access to TEASE for PEIMS EDIT+, the Person Identification Database (PID) and PID Enrollment Tracking (PET).

To complete the request for access:

1. Complete the request form and submit for approval and signature to the person in your organization who has authority to approve access. (This is usually the Superintendent, Director, or PEIMS Coordinator.)

2. Route the signed and approved form to your District or ESC PEIMS Coordinator to set up your PEIMS EDIT + User Profile. Please be sure to retain a copy for your records.

   District or ESC PEIMS Coordinators:

3. Create an EDIT+ profile and complete the remaining sections of the form. If requesting an Alternate Agent ID to support multiple entities, add the organization IDs to the "Add Alternate Agent IDs" screen. If requesting an out-of-region Alternate Agent ID, obtain the signature(s) of the authorizing Approver(s) in section 6.

4. To submit the request form to TEA, scan the completed and signed form and save as PDF. Go to TEA Help Desk at https://txeduagency.zendesk.com/hc/en-us/categories/200929903-Account-Access, click Submit a Request, create a ticket and attach a separate form for each requestor.

5. Please allow 5 business days for processing. To check the status of your application, reply to the confirmation email from TEA Help Desk.

6. **IMPORTANT: When new users receive the system generated e-mails with login information, they should log in and set up a new password. New TEASE accounts that are not accessed within 90 days are systematically deleted.**

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1. Requestor Information

First name:		MI:	Last name:

Phone:	E-mail:	Date of birth:	District/Charter Name:

District #	Campus #	Region:	PEIMS coordinator e-mail:

2. Access Request or Account Modification

☐ Add PEIMS EDIT+ to existing TEASE account TEASE User ID:

☐ Create TEASE account and add access to PEIMS EDIT+   ☐ Modify EDIT+ Profile   ☐ Remove EDIT+ access

☐ Delete TEASE account and all other applications access: User no longer with organization.

3A. EDIT+ User Profile

Access Type	Grant Access	Exclude Access
PEIMS EDIT+ (for PID search and Prior Year collections reports)	☐	☐
User administration	☐	☐

Record Group Access

Granting access to record groups can provide access to a great deal of data, including staff salary and financial data. Be sure to select appropriate record groups OR exclude record groups as needed. By default, EDIT+ provides access to all record groups, but this access is usually only needed by staff such as the superintendent, business manager, or PEIMS Coordinator. **When you set up the profile, you must exclude record groups if access to those is not needed**.

	Grant Access	Exclude Access
All record groups access	☐	☐

Fall

Group Title	Record Group	Grant Access	Exclude Access
Organization	010 - 020	N/A	N/A
Budget	030 - 030	☐	☐
Staff	040 - 060	☐	☐
Staff Responsibility	090 - 090	☐	☐
Student	100 - 203	☐	☐

Mid-Year

Group Title	Record Group	Grant Access	Exclude Access
Organization	010 - 020	N/A	N/A
	032 - 033	☐	☐

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Summer

Group Title	Record Group	Grant Access	Exclude Access
Organization	010 - 020	N/A	N/A
Staff (does not include 300)	040 - 305	☐	☐
Campus Course Section	300 - 300	☐	☐
Student (does not include 300, 305, 415)	100 - 510	☐	☐
Student	300 - 305	☐	☐
Course Completion	415 - 415	☐	☐

Extended Year

Group Title	Record Group	Grant Access	Exclude Access
Course Completion	415 - 415	☐	☐
Organization	010 - 020	N/A	N/A
Student	100 - 510	☐	☐

3B. Special Access

Access Type	Grant Access	Exclude Access
TEA System Admin (TEA Staff only)	☐	☐
PID Search	☐	☐
PET (PID enrollment tracking)	☐	☐
PET (View only)	☐	☐
Region-wide table download (ESC access only)	☐	☐

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4. PID and PET Security

Personnel accessing PID or PET information not specifically stated on this request form must also have TEASE accounts, and requests for PEIMS EDIT+ and PID on file with the TEA. If their only access is to be printed reports, then each of them must have a Confidentiality Agreement on file with your organization.

If you have requested access to the confidential PID information, specific plans to protect the confidentiality of this information are required in order to process this request. In lieu of specific plans or documented procedures, please answer the following questions:

1. Who will have direct access to PID information?

2. Will unauthorized personnel be able to view the computer used to access PID information?

3. How is printed PID information secured and who has access to it?

4. Please list any other safeguards used?

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5. Certification of Responsibility

- I understand that my TEASE username and password are CONFIDENTIAL and may not be shared with another person or entity under any circumstances whatsoever.
- I will neither divulge my password nor use a username and password assigned to someone else.
- I understand that I am responsible for all transactions made with my username and password.
- If I suspect that my password has been compromised, or that someone else has used my account, I understand that it is my responsibility to change my password immediately.
- I agree to notify TEA Computer Access when my job responsibilities no longer require access to the requested information, or I terminate employment with my current organization.
- I understand that I must reset my password every 90 days.
- I understand that if I do not use my TEASE account for 15 months, the account will be deactivated and I will need to reapply to activate the account.

PEIMS EDIT+
- I will not knowingly or intentionally enter any unauthorized data or change any data without authorization.
- I understand that any reports or table downloads that I may generate using confidential data are to be protected.
- I will not distribute to any unauthorized person any reports or table downloads that I have access to or may generate using confidential data.
- I understand that procedures must be in place for monitoring and protecting confidential PEIMS information.

PID & PET
- I agree that access to PID will be used for the limited purpose of validating demographics of:
    1. students currently enrolled in the applicant's school district or region.
    2. students previously enrolled during the current or prior school year in the applicant's school district or region.
    3. staff currently employed by the applicant's school district or region.
- I agree to limit the data I view to that necessary to validate student and staff demographics for consistency and accuracy in reporting to the TEA.
- I agree to notify TEA Computer Access if my job responsibilities change such that I no longer need access to PID or when I terminate employment with my current educational entity for any reason.
- I understand that procedures must be in place for monitoring and protecting confidential information.
- I understand that any unauthorized disclosure of confidential student information is illegal as provided in the Family Educational Rights and Privacy Act of 1974 (FERPA), and in the implementing of federal regulations found in 34 CFR, Part 99. FERPA is specifically incorporated into the Texas Public Information Act as an exception to records that are subject to disclosures to the public (Government Code, Section 552.026).
- In addition, I understand that any datasets or output reports that I, or my authorized representative, may generate using confidential data are to be protected. I will not distribute to any unauthorized person any datasets or reports I have access to or may generate using confidential data. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of my TEASE username and password.
- I also understand that releasing confidential information is prohibited by the Texas Government code, Section 552.352, and that such an offense constitutes a Class A misdemeanor.

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6. Required Approval

My signature confirms that I have verified EDIT+ profile setup is complete and correct, and I have legal authority to approve access for PEIMS EDIT+ for this organization.

Signature	Date

Signature of Organization Head or Designee (for example; Superintendent, Executive Director, or PEIMS Coordinator). The organization's PEIMS Coordinator is considered a "designee" for granting PEIMS EDIT+ access.

For TEA USE Only

TEA PEIMS Approval

PEIMS	Date