

## Purpose and Responsibility

### What is PEIMS?

PEIMS- The data that is reported is used to analyze Texas public education data through reports, evaluations, performance reports/accountability ratings, and funding calculations.

### Clerk Responsibilities

- The purpose of the PEIMS Clerk is to maintain accurate records for the campus and perform data entry, to include grades, special populations, and the updating/maintaining the student's permanent record in Yellow Folder
- The clerk is responsible for collecting and reporting educational and demographic data that is reported to the state and is used to analyze through data reports
- The clerk is responsible for transferring (receiving and sending) student records to other campuses of enrollment in a timely manner
- The clerk is also responsible for other duties as assigned at their respective campus