

eSchool Plus Notes

Channelview ISD

STAFF VERIFICATION

In preparation for PEIMS you need to verify that all of your PEIMS reportable staff members have accurate information in eSchoolPlus. To verify that information go to Registration Center>>Staff Information>>Search using Staff Building, Building, equals(=), your campus number as the value and a second line with Staff Building, Active, equals (=), Y as the value>>Click on Search

This will bring up a list of the active Staff members at your campus. Click on each name and check that the name is complete and accurate with a Social Security number, DOB, gender, ethnicity, and a State Staff ID which is the Social Security number without hyphens.

If someone is missing from your list, please email the eSchoolPlus team (Harris, Brenda and me) with the complete name and gender. We will add the staff member and then you can input the rest of the data. Even though you see a New button please do not try to add staff since the staff ID is not auto generated.

PEIMS reportable staff members include your teachers, your principals, your counselors, your nurse, your librarian, and your classroom aides. If you have any questions contact the eSchoolPlus team for clarification.