



LA JOYA INDEPENDENT SCHOOL DISTRICT PEIMS PID Change Authorization Form

REQUESTING CAMPUS: _____ DATE: _____

I, _____ request that the following information be changed in the La Joya Student Management System (PEIMS):

Student ID _____ Full Name of Student _____

Change Name / Ethnicity / Generation / or Date of Birth		
	[Old]	[New]
First Name Change =	_____	_____
Middle Name Change =	_____	_____
Last Name Change =	_____	_____
Ethnicity Change =	_____	_____
Gender =	_____	_____
Date of Birth =	_____	_____

Instructions: Copy supporting documentation to justify changes on the back of this page. Examples of supporting documentation include birth certificate, social security card, and court documents.

PID ERROR CORRECTIONS

(These corrections are completed by the PEIMS Coordinator or Designee)

Change Name / Ethnicity / Generation / or Date of Birth		
	Wrong demographics match as noted in TEA PID file.	Corrections entered on Demographics update in PID file
Name Change =	_____	_____
Ethnicity Change =	_____	_____
Gender =	_____	_____
Date of Birth =	_____	_____

For PEIMS Office Use Only

Date Received

PEIMS Coordinator / Designee



LA JOYA INDEPENDENT SCHOOL DISTRICT PEIMS PID Change Authorization Form

STAFF CHANGE FORM

DATE: _____

I, _____ request that the following information be changed in the La Joya STAFF / SAGE Management System (PEIMS):

Staff ID _____ Full Name of Staff _____

Change Name / Ethnicity / Generation / or Date of Birth		
	[Old]	[New]
First Name Change =	_____	_____
Middle Name Change =	_____	_____
Last Name Change =	_____	_____
Ethnicity Change =	_____	_____
Gender =	_____	_____
Date of Birth =	_____	_____

Instructions: Copy supporting documentation to justify changes on the back of this page. Examples of supporting documentation include birth certificate, social security card, and court documents.

PID ERROR CORRECTIONS

(These corrections are completed by the PEIMS Coordinator or Designee)

Change Name / Ethnicity / Generation / or Date of Birth		
	Wrong demographics match as noted in TEA PID file.	Corrections entered on Demographics update in PID file
Name Change =	_____	_____
Ethnicity Change =	_____	_____
Gender =	_____	_____
Date of Birth =	_____	_____

For PEIMS Office Use Only

Date Received

PEIMS Coordinator / Designee



LA JOYA INDEPENDENT SCHOOL DISTRICT PEIMS PID Change Authorization Form

REQUESTING CAMPUS: _____ DATE: _____

I, _____ request that the following information be changed in the La Joya Student Management System (PEIMS):

Student ID _____ Full Name of Student _____

Change Social Security or State Assigned Number	
[Old]	[New]
State Assigned Number = _____	_____
Social Security Number = _____	_____
<p><i>Do student records indicate whether a student has had more than one state assigned number? If yes, please note any additional numbers in the Prior PEIMS ID section.</i></p>	
<p>Prior PEIMS ID? = _____</p>	
<p>Instructions: Copy supporting documentation to justify changes on the back of this page. Examples of supporting documentation include birth certificate, social security card, and court documents.</p>	

PID ERROR CORRECTIONS

(These corrections are completed by the PEIMS Coordinator or Designee)

Change Social Security or State Assigned Number		
Update a State ID for another State ID	Update from State ID to a Social Security number	Change a Social Security number to a State Number / SSN
Old ID # = _____	_____	_____
New ID # = _____	_____	_____
Prior PEIMS ID = _____	_____	_____

<p>For PEIMS Office Use Only</p> <p>_____</p> <p style="text-align: center;">Date Received</p> <p>_____</p> <p style="text-align: center;">PEIMS Coordinator / Designee</p>
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LA JOYA INDEPENDENT SCHOOL DISTRICT PEIMS PID Change Authorization Form

STAFF CHANGE FORM

DATE: _____

I, _____ request that the following information be changed in the La Joya STAFF / SAGE Management System (PEIMS):

Staff ID _____ Full Name of Staff _____

Change Social Security or State Assigned Number	
[Old]	[New]
State Assigned Number = _____	_____
Social Security Number = _____	_____
<p><i>Do staff records indicate whether staff has had more than one number? If yes, please note any additional numbers in the Prior PEIMS ID section.</i></p>	
<p>Prior PEIMS ID? = _____</p>	
<p>Instructions: Copy supporting documentation to justify changes on the back of this page. Examples of supporting documentation include birth certificate, social security card, and court documents.</p>	

PID ERROR CORRECTIONS

(These corrections are completed by the PEIMS Coordinator or Designee)

Change Social Security or State Assigned Number		
Update a State ID for another State ID	Update from State ID to a Social Security number	Change a Social Security number to a State Number / SSN
Old ID # = _____	_____	_____
New ID # = _____	_____	_____
Prior PEIMS ID = _____	_____	_____

<p>For PEIMS Office Use Only</p> <p>_____</p> <p style="text-align: center;">Date Received</p> <p>_____</p> <p style="text-align: center;">PEIMS Coordinator / Designee</p>
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