



PEIMS

TSDS - Texas Student Data System
PEIMS – Promoting Data to the PDM

1. Login to TEAL with your username & password. Click the *Texas Student Data System Portal* link.

Texas Education Agency

User and Access Management








Welcome, Kayla Freeman

 [Logout](#)

 [Help](#)

 [Online User Training](#)

Self-Service

-  [Access Applications](#)
-  [My To-Do List](#)
-  [Requests I've Submitted](#)
-  [Change My Password](#)
-  [My Security Questions](#)
-  [My Application Accounts](#)
-  [Edit My Profile](#)

Applications

[Edit Account](#) ✕

[Refresh Links](#)

Texas Student Data System Portal

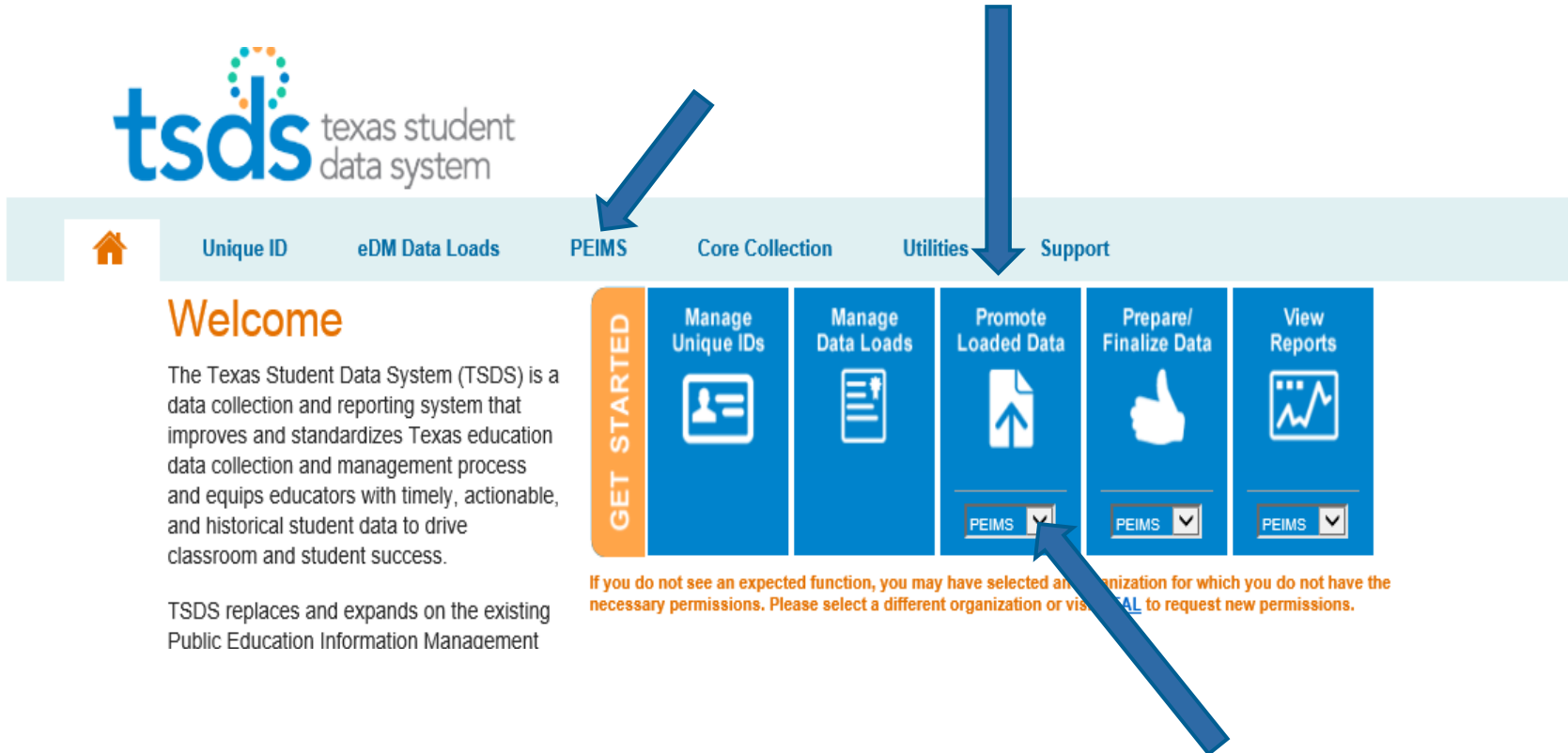
Texas Student Data System Portal

[Texas Student Data System Portal](#)



[Add/Modify Access](#)

2. Select *PEIMS* from the menu bar -or- use the drop-down box to choose 'PEIMS' and then click the *Promote Loaded Data* button.



The screenshot shows the TSDS (Texas Student Data System) interface. At the top left is the TSDS logo. Below it is a navigation bar with the following items: Home (house icon), Unique ID, eDM Data Loads, PEIMS, Core Collection, Utilities, and Support. A blue arrow points from the PEIMS menu item to the main content area. Another blue arrow points from the Utilities menu item to the 'Promote Loaded Data' button in the 'GET STARTED' section. The 'Promote Loaded Data' button has a dropdown menu with 'PEIMS' selected. A third blue arrow points from the 'PEIMS' dropdown option to the 'Promote Loaded Data' button.

Welcome

The Texas Student Data System (TSDS) is a data collection and reporting system that improves and standardizes Texas education data collection and management process and equips educators with timely, actionable, and historical student data to drive classroom and student success.

TSDS replaces and expands on the existing Public Education Information Management

GET STARTED

- Manage Unique IDs
- Manage Data Loads
- Promote Loaded Data (PEIMS selected)
- Prepare/ Finalize Data (PEIMS selected)
- View Reports (PEIMS selected)

If you do not see an expected function, you may have selected an organization for which you do not have the necessary permissions. Please select a different organization or visit [HELP](#) to request new permissions.

3. If the following screen appears, select the *Promote Loaded Data* button.



The screenshot shows the TSDS (Texas Student Data System) interface. The top navigation bar includes a home icon, 'Unique ID', 'eDM Data Loads', 'PEIMS' (which is the active tab), 'Core Collection', 'Utilities', and 'Support'. Below the navigation bar is a large image of three smiling students in a classroom. To the right of the image, the heading 'Welcome to PEIMS' is displayed in orange. Below the heading, there is a paragraph of text explaining that PEIMS is a state-mandated data collection system. This is followed by a list of three bullet points detailing the new PEIMS module's capabilities. Below the list, there is a link to the 'PEIMS Application Home'. Underneath, the heading 'Get Started with PEIMS' is shown in blue. Below this heading are four blue buttons with white icons and text: 'Promote Loaded Data' (with an upward arrow icon), 'Validate Submission' (with a checkmark icon), 'Prepare/Finalize Data' (with a thumbs up icon), and 'View Reports' (with a line graph icon). A large blue arrow points from the bottom left towards the 'Promote Loaded Data' button. At the bottom of the screenshot, there is a note in orange text stating that if a function is not visible, it may be due to permissions and provides a link to 'TEAL' for requesting new permissions.

tsds texas student data system

Unique ID eDM Data Loads **PEIMS** Core Collection Utilities Support

Welcome to PEIMS

The Public Education Information System (PEIMS) is a state-mandated data collection that helps determine funding allocations and accountability ratings, and facilitates data reporting for state and federal initiatives.

The new TSDS PEIMS module will:

- Improve system capacity and reduce the technology risk, like system downtime
- Allow loading and validation of PEIMS data from the first day of school
- Allow PEIMS coordinators to load subsets of their data AND submit their full collection without having to re-load first

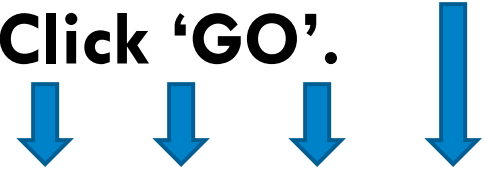
To begin using PEIMS, select one of the buttons below or go to the [PEIMS Application Home](#).

Get Started with PEIMS

Promote Loaded Data Validate Submission Prepare/Finalize Data View Reports

If you do not see an expected function, you may have selected an organization for which you do not have the necessary permissions. Please select a different organization or visit [TEAL](#) to request new permissions.

4. Verify the selection that display in the top right corner specific to the submission. Click 'GO'.



The screenshot shows the top navigation bar of the tsds system. It features a blue bar with a dropdown menu containing '2017-2018', another dropdown menu containing 'FALL', a third dropdown menu containing 'First', and a 'GO' button. Below this bar is the tsds logo (texas student data system) on the left and the tsdsPEIMS logo on the right. A light blue navigation bar below contains a home icon and the following menu items: Data Promotions, Validations, Prepare / Finalize Submission, Access Data, View Reports, and Administration.

5. Promote Loaded Data

- LEA/Campus: **Select All LEA Data**
- Categories: **Select All Categories**

Promote Loaded Data

LEA/Campus:

Categories:

Subcategories:

- Add
- Add All
- Remove
- Remove All

Subcategories Selected:

All Categories

Data Promotion Name:

**** Optional ****

Next

Reset

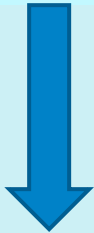
6. Confirm Data Promotion. Click Submit.

Confirm Data Promotion

School Year: 2017-2018
Collection: FALL
Submission: First
Organization: FORT ELLIOTT CISD
Data Promotion Name: Colin.McCubbin_10302017_085532

Summary of Selected Category List

Organization Name	Categories/Subcategories
	Education Organization/Campus
	Education Organization/Local Education Agency
	Education Organization/SSA Organization Association
	Finance/Budget
	Staff/Contracted Instructional Staff
	Staff/Employment-Payroll Summary
	Staff/Payroll
	Staff/Responsibility
	Staff/Staff Basic Information
	Student/Career and Technical Course
	Student/Career and Technical Program
	Student/Enrollment (Programs)
	Student/Enrollment (School Association)
	Student/School Leaver
	Student/Special Education Program
	Student/Student Basic Information
	Student/Student Graduation Program
	Student/Title I Part A Program



Submit


Back


Cancel

7. Monitor Data Promotions

Click the Refresh button to check status.

Monitor Data Promotions



 The promotion request **_10302017_085532**, has been scheduled.

Show Search Criteria [LEA Promotion Errors](#) 

Show entries Search Table: [PDF](#) [XLS](#) [Print](#)

Data Promotion Name	Collection	Submission	Scheduled By	Scheduled At	Status	Error Report
_10302017_085532	FALL	First		10/30/2017 09:03 AM	IN PROGRESS	View

Showing 1 to 1 of 1 entries [First](#) [Previous](#) **1** [Next](#) [Last](#)

Monitor Data Promotions

The Data Promotion Status **MUST SHOW Completed** before proceeding to the next step. If the status shows **Completed with errors**, click on 'View' under 'Error Report'. Correct all errors in the source software, re-extract necessary Interchange files and begin deleting/loading process in eDM.

Home » Monitor Data Promotions

Monitor Data Promotions

Show Search Criteria

LEA Promotion Errors



Show entries

Search Table:

PDF

XLS

Print

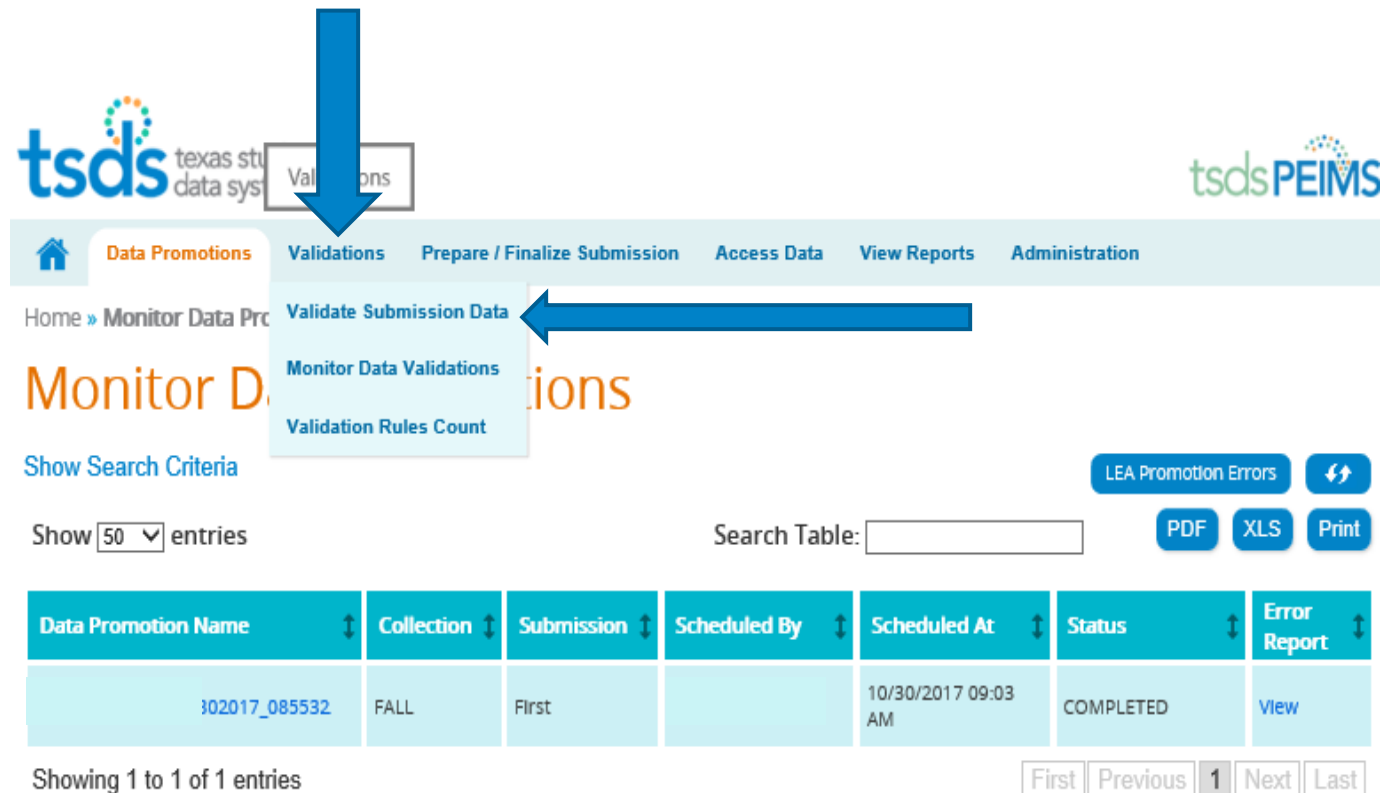
Data Promotion Name	Collection	Submission	Scheduled By	Scheduled At	Status	Error Report
10302017_085532	FALL	First		10/30/2017 09:03 AM	COMPLETED	View

Showing 1 to 1 of 1 entries

First Previous 1 Next Last



8. Hover over **'Validations'**, then select **'Validate Submission Data'**.



The screenshot shows the tsds PEIMS interface. The 'Validations' menu is open, and the 'Validate Submission Data' option is highlighted. A blue arrow points to the 'Validations' menu, and another blue arrow points to the 'Validate Submission Data' option.

tsds PEIMS

Home » Monitor Data Promotions

Monitor Data Promotions

Show Search Criteria

LEA Promotion Errors

Show 50 entries

Search Table:

PDF XLS Print

Data Promotion Name	Collection	Submission	Scheduled By	Scheduled At	Status	Error Report
102017_085532	FALL	First		10/30/2017 09:03 AM	COMPLETED	View

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

9. Validate Submission Data

- Categories: **Select All Categories**
Leave Fatal/Special Warning/Warning all checked

Validate Submission Data

LEA Validations

Categories:

Subcategories:

-
-
-
-

Subcategories Selected:

All Categories

[Show Campus Validations](#)

Fatal
 Special Warning
 Warning

Validation Name:

Optional



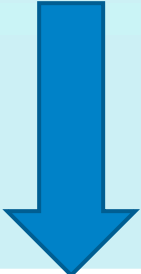
10. Confirm Data Validation

Confirm Data Validation

School Year: 2017-2018
Collection: FALL
Submission: First
Organization:
Data Validation Name: 017_093959

Summary of Selected Category List

Organization Name	Categories/Subcategories
	Education Organization/Campus
	Education Organization/Local Education Agency
	Education Organization/SSA Organization Association
	Finance/Budget
	Staff/Contracted Instructional Staff
	Staff/Employment-Payroll Summary
	Staff/Payroll
	Staff/Responsibility
	Staff/Staff Basic Information
	Student/Career and Technical Course
	Student/Career and Technical Program
	Student/Enrollment (Programs)
	Student/Enrollment (School Association)
	Student/School Leaver
	Student/Special Education Program
	Student/Student Basic Information
	Student/Student Graduation Program
	Student/Title I Part A Program





Select the Submit button.

11. Monitor Data Validations

Click the Refresh button to check status.

Monitor Data Validations


 The validation request, **959**, has been scheduled.

Show Search Criteria LEA Validation Errors 

Show entries Search Table: PDF XLS Print

Data Validation Name	Collection	Submission	Scheduled By	Scheduled At	Status	Error Report
_10302017_093959	FALL	First		10/30/2017 09:45 AM	IN PROGRESS	View

Showing 1 to 1 of 1 entries First Previous **1** Next Last



Monitor Data Validations

When status shows 'Completed With Errors', select 'View' under 'Error Report' to review Fatais/Special Warnings/Warnings.

Home » Monitor Data Validations

Monitor Data Validations

Show Search Criteria

Show entries

Search Table:

LEA Validation Errors



PDF

XLS

Print

Data Validation Name	Collection	Submission	Scheduled By	Scheduled At	Status	Error Report
0302017_093959	FALL	First		10/30/2017 09:45 AM	COMPLETED WITH ERRORS	View

Showing 1 to 1 of 1 entries

First Next



12. Validation Errors by Job

Home » Search Validation Requests » Validation Errors by Job

Validation Errors by Job

You can choose to print the report or download the report as a .PDF or .XLS file. You can also use the 'Search Table' field to search for specific words or category/subcategory/severity

Show entries

Search Table:

PDF

XLS

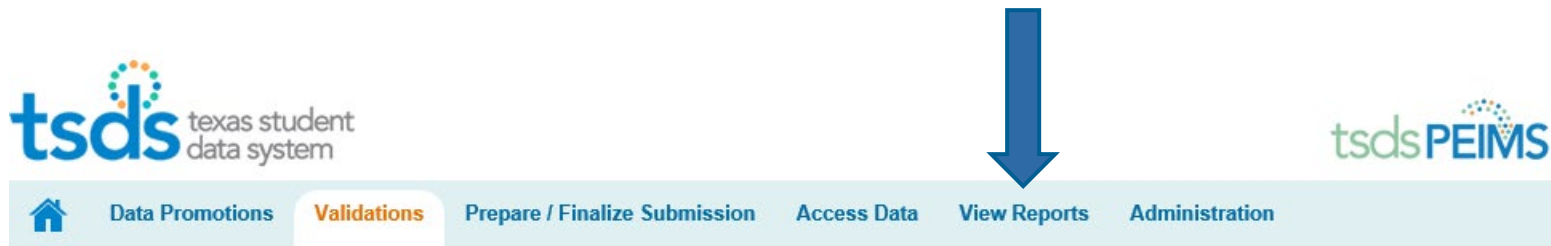
Print

Org ID	Category	Subcategory	Severity	Message
	Staff	Payroll	Special Warning	30060-0004: Except for Texas School for the Deaf (227906), Texas School for the Blind and Visually Impaired (227905), and Texas Juvenile Justice Department (227622), each district's data submission should contain at least one staff payroll where ORGANIZATION-CODE is not "701". Data: [Data is missing or Invalid] Identifying Info:
	Staff	Responsibility	Warning	30090-0093: There should be at least one staff person with ROLE-ID "100"- "113". Data: [Data is missing or Invalid] Identifying Info:
				30090-0092: There should be at least one staff person with ROLE-ID "114".

All errors must be reviewed, and corrections completed in the source software. Re-extract data and re-create PEIMS Interchange files as needed. Then, delete data from the ODS and reload corrected data to the eDM.

13. View Reports

From the menu bar, click 'View Reports'.



14. Select the desired report(s) from the available drop-down lists:
- Standard Reports**
 - Special Reports**
 - Student Leaver Reports**
 - UID Discrepancies**
 - **NEW** Bundled Reports**

15. From the report menu, click the circular arrow to run each report you wish to review.




Standard Reports

The core group of PEIMS reports. Availability: These reports are available at any time and reflect the current state of the data.

Student 

Hide Reports List



Report # ↑	Report Name ↓	XLS		PDF		CSV	
		Status	Run	Status	Run	Status	Run
PDM1-120-001	Students by Sex, Ethnicity, and Grade						
PDM1-120-002	LEP/BIL/ESL and Parental Denial Students by Program and Grade						
PDM1-120-003	Student Program Roster						

Most reports have Parameters you must select to generate the report.

View Reports: Select Parameters

[PIMS Reports Help](#)

Students by Sex, Ethnicity, and Grade PDM1-120-001

Organization Level *

By LEA

Campus ID *

242906001

Campus ID

* All Campuses

Add

Add All

Remove

Remove All

Select Student Type *

All Students

Report Type: PDF

Run

Cancel

After you make parameter selections, click 'Run'.

After you run a report, monitor the status of the report by clicking the Refresh button.

View Reports

PEIMS Reports Help



You have successfully initiated report PDM1-120-001. Once it has generated, click the DOWNLOAD link to view your report.

Standard Reports

The core group of PEIMS reports. Availability: These reports are available at any time and reflect the current state of the data.

Student

[Hide Reports List](#)



Report # ↑	Report Name ↑↓	XLS		PDF		CSV	
		Status	Run	Status	Run	Status	Run
PDM1-120-001	Students by Sex, Ethnicity, and Grade			IN PROGRESS			
PDM1-120-002	LEP/BIL/ESL and Parental Denial Students by Program and Grade						
PDM1-120-003	Student Program Roster						

The report is ready to view when the status changes from 'In Progress' to 'Download'. Click **DOWNLOAD** to view the report.

View Reports

[PEIMS Reports Help](#)



You have successfully initiated report PDM1-120-001. Once it has generated, click the **DOWNLOAD** link to view your report.

Standard Reports

The core group of PEIMS reports. Availability: These reports are available at any time and reflect the current status of the data.

Student

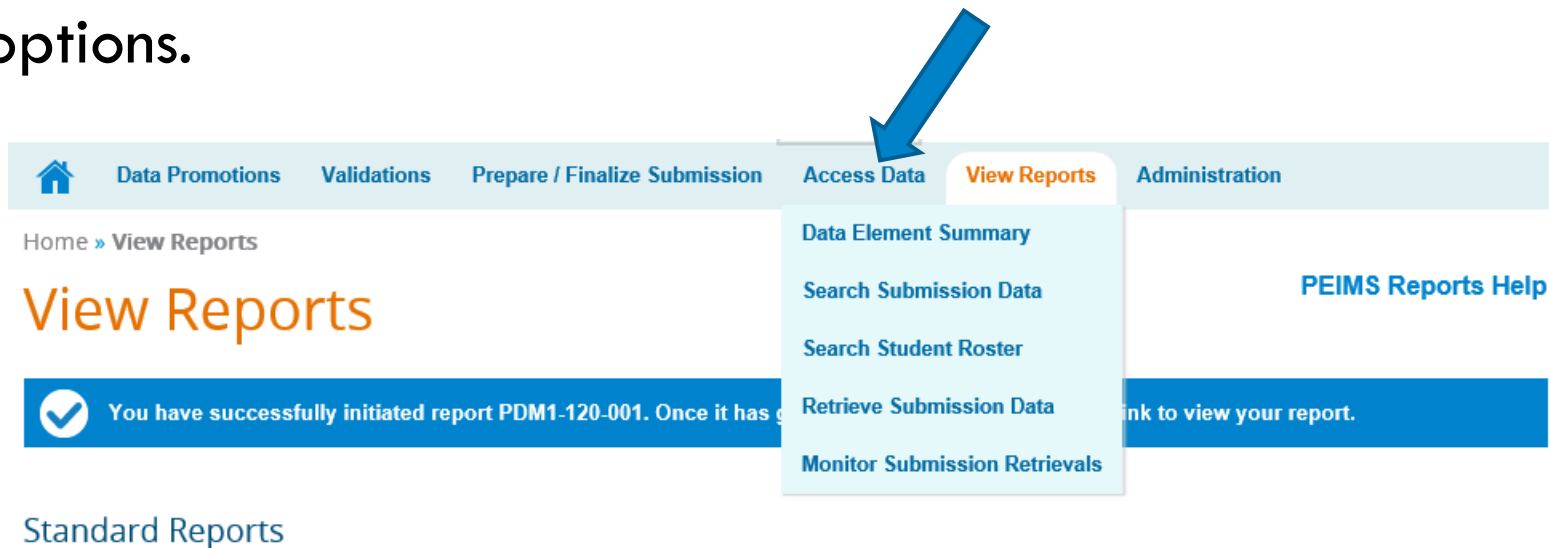
[Hide Reports List](#)



Report # ↑	Report Name ↑↓	XLS		PDF		CSV	
		Status	Run	Status	Run	Status	Run
PDM1-120-001	Students by Sex, Ethnicity, and Grade			DOWNLOAD	↻		
PDM1-120-002	LEP/ELL				↻		

16. Access Data

Additional Data Search functionality is available. From the menu bar, hover over 'Access Data' to select from the various options.



The screenshot displays the PEIMS Reports Help interface. At the top, a navigation menu bar includes a home icon, 'Data Promotions', 'Validations', 'Prepare / Finalize Submission', 'Access Data', 'View Reports', and 'Administration'. A blue arrow points to the 'Access Data' menu item. Below the menu bar, the breadcrumb 'Home » View Reports' is visible. The main heading 'View Reports' is displayed in large orange text. A blue notification banner at the bottom left contains a checkmark icon and the text: 'You have successfully initiated report PDM1-120-001. Once it has g'. To the right, a blue banner contains the text: 'nk to view your report.' The 'Access Data' dropdown menu is open, listing the following options: 'Data Element Summary', 'Search Submission Data', 'Search Student Roster', 'Retrieve Submission Data', and 'Monitor Submission Retrievals'. The 'View Reports' menu item is highlighted in orange. A 'PEIMS Reports Help' link is located in the top right corner. The text 'Standard Reports' is visible at the bottom left of the page.

17. Prepare/Finalize Submission


Once the data is Fatal free and ALL warnings and special warnings have been reviewed, click 'Prepare/Finalize Submission' from the Menu bar and then **select Complete**.

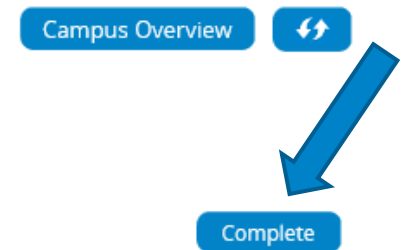
The system will run validations again to be sure there are no fatal errors. The user must acknowledge the special warnings. The system will display the complete process status. The user will enter complete message and confirm.

The LEA Collection status will then update to 'Completed'.

Prepare/Finalize Submission

LEA View

LEA Collection Status:	 VALIDATED
LEA SOA Status:	Not Available
Organization Name:	
Organization ID:	
School Year:	2017-2018
Submission:	First
Collection:	Fall



18. LEA SOA Status

LEA Superintendent (with PEIMS Data Approver role) will login to TEAL to complete the LEA PEIMS Approval and complete the Statement of Approval.

If you require assistance, make sure to enter a TIMS ticket and escalate the ticket to Level 2 for support.