



PEIMS

**TSDS - Texas Student Data System  
Using the Delete Utility in the eDM**

# 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

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 [Help](#)

 [Online User Training](#)

### Self-Service

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

**Applications**

[Edit Account](#) ✕

[Refresh Links](#)

**Texas Student Data System Portal**

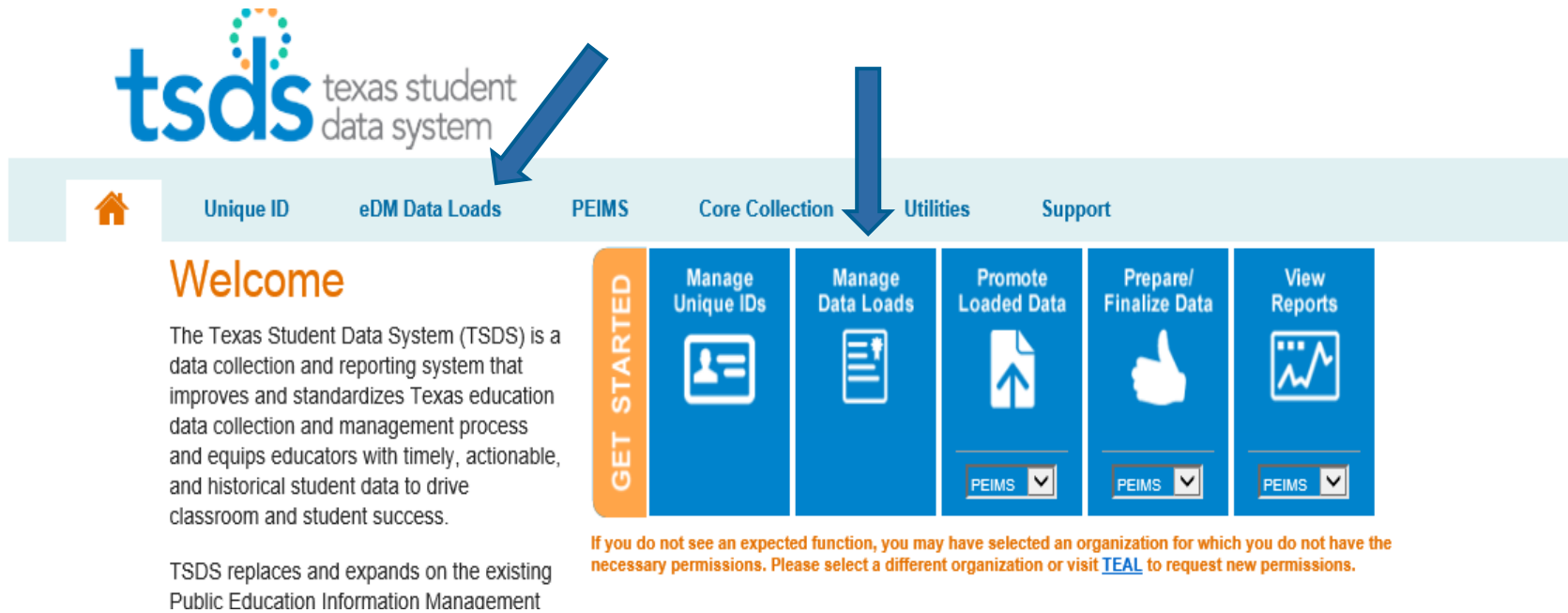
Texas Student Data System Portal

[Texas Student Data System Portal](#)



[Add/Modify Access](#)

## 2. Select *eDM Data Loads* from the menu bar -or- click the *Manage Data Loads* button.



The screenshot shows the TSDS PEIMS interface. At the top left is the TSDS logo (texas student data system). Below it is a navigation bar with a home icon and the following menu items: Unique ID, eDM Data Loads, PEIMS, Core Collection, Utilities, and Support. A blue arrow points to 'eDM Data Loads' in the menu bar, and another blue arrow points to the 'Manage Data Loads' button in the main content area. The main content area features a 'Welcome' message, a 'GET STARTED' sidebar, and five main action buttons: 'Manage Unique IDs', 'Manage Data Loads', 'Promote Loaded Data', 'Prepare/Finalize Data', and 'View Reports'. Each of the last three buttons has a 'PEIMS' dropdown menu below it.

**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.

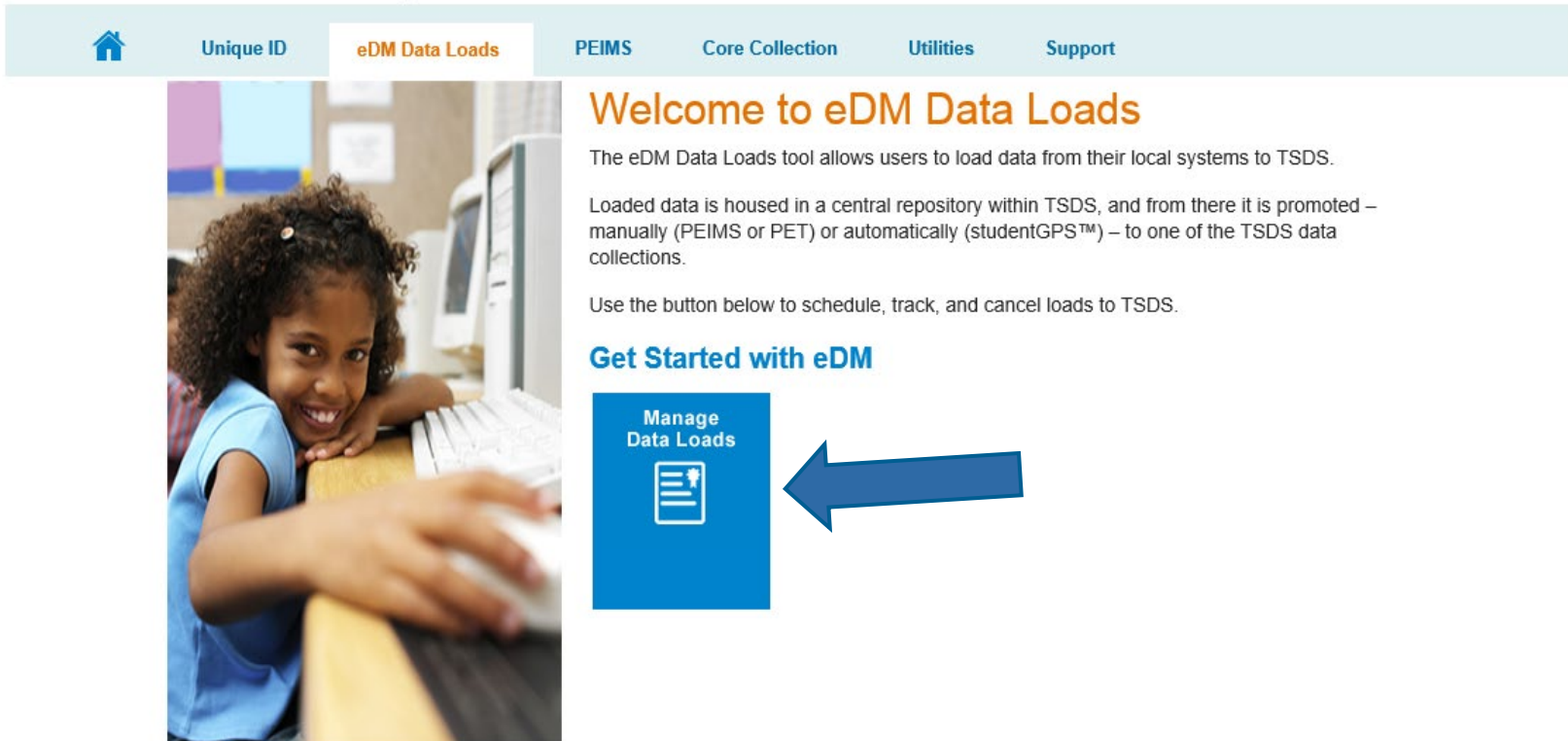
TSDS replaces and expands on the existing Public Education Information Management

**GET STARTED**

- Manage Unique IDs
- Manage Data Loads
- Promote Loaded Data
- 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.

### 3. If the following screen appears, select the *Manage Data Loads* button.



The screenshot displays the TSDS PEIMS Fall Submission interface. The navigation bar at the top includes a home icon, 'Unique ID', 'eDM Data Loads' (highlighted), 'PEIMS', 'Core Collection', 'Utilities', and 'Support'. The main content area features a 'Welcome to eDM Data Loads' heading, a description of the tool, and a 'Get Started with eDM' section containing a 'Manage Data Loads' button. A blue arrow points to the 'Manage Data Loads' button.

**Welcome to eDM Data Loads**

The eDM Data Loads tool allows users to load data from their local systems to TSDS. Loaded data is housed in a central repository within TSDS, and from there it is promoted – manually (PEIMS or PET) or automatically (studentGPS™) – to one of the TSDS data collections.


Use the button below to schedule, track, and cancel loads to TSDS.

**Get Started with eDM**

**Manage Data Loads**

## 4. On the eDM Menu, Select *Delete Utility*.

Menu
<a href="#">Home</a>
<a href="#">File Manager</a>
<a href="#">Batch Manager</a>
<a href="#">Delete Utility</a>
<b>Interchange Menu</b>
<a href="#">Interchange Upload</a>
<b>External Links</b>
<a href="#">Texas Student Data System</a>
<a href="#">Texas Education Agency</a>



System Messages		
Date	Subject	Message
No messages available.		

Open Collections	
Collection	Description
2016 EXYR1	TSDS PEIMS Extended Year 1st Submission for the 2015-2016 school year
2016 EXYR2	TSDS PEIMS Extended Year 2nd Submission for the 2015-2016 school year
2016 EXYR3	TSDS PEIMS Extended Year 3rd Submission for the 2015-2016 school year
2016 FALL3	TSDS PEIMS Fall 3rd Submission for the 2015-2016 school year
2016 MDYR3	TSDS PEIMS Mid-Year 3rd Submission for the 2015-2016 school year
2016 SUMR3	TSDS PEIMS Summer 3rd Submission for the 2015-2016 school year
2017 EXYR3	PEIMS Extended Year 3rd Submission Collection for school year 2016-2017
2017 FALL3	PEIMS Fall 3rd Submission Collection for school year 2016-2017
2017 MDYR3	PEIMS Mid-Year 3rd Submission Collection for school year 2016-2017
2017 SUMR3	PEIMS Summer 13rd Submission Collection for school year 2016-2017
2018 EXYR1	PEIMS Extended Year 1st Submission Collection for school year 2017-2018
2018 EXYR2	PEIMS Extended Year 2nd Submission Collection for school year 2017-2018
2018 EXYR3	PEIMS Extended Year 3rd Submission Collection for school year 2017-2018
2018 FALL1	PEIMS Fall 1st Submission Collection for school year 2017-2018
2018 FALL2	PEIMS Fall 2nd Submission Collection for school year 2017-2018
2018 FALL3	PEIMS Fall 3rd Submission Collection for school year 2017-2018
2018 MDYR1	PEIMS MidYear 1st Submission Collection for school year 2017-2018
2018 MDYR2	PEIMS MidYear 2nd Submission Collection for school year 2017-2018
2018 MDYR3	PEIMS MidYear 3rd Submission Collection for school year 2017-2018
2018 SUMR1	PEIMS Summer 1st Submission Collection for school year 2017-2018
2018 SUMR2	PEIMS Summer 2nd Submission Collection for school year 2017-2018
2018 SUMR3	PEIMS Summer 3rd Submission Collection for school year 2017-2018
2018 TSDS	TSDS Collection 2017-2018

## 5. Select *New Delete Request*.



The screenshot shows a web application interface. On the left is a 'Menu' sidebar with three items: 'My Deletes', 'New Delete Request', and 'New Delete Request'. A blue arrow points from the 'New Delete Request' item in the menu to the table. The table is titled 'My Deletes' and has the following columns: 'Login Id', 'Delete Name', 'Rows Deleted', 'Date Executed', 'Audit Params', 'Comments', 'Status', and 'Action'.









My Deletes							
<u>Login Id</u>	<u>Delete Name</u>	<u>Rows Deleted</u>	<u>Date Executed</u>	Audit Params	Comments	Status	<u>Action</u>

## 6. Scroll down the list and select *Fall1 – Data Collection*.

Menu	New Delete Request
<a href="#">My Deletes</a>	+ 2016 EXYR1 - Data Collection
<a href="#">New Delete Request</a>	+ 2016 EXYR2 - Data Collection
	+ 2016 EXYR3 - Data Collection
	+ 2016 FALL3 - Data Collection
	+ 2016 MDYR3 - Data Collection
	+ 2016 SUMR3 - Data Collection
	+ 2017 EXYR3 - Data Collection
	+ 2017 FALL3 - Data Collection
	+ 2017 MDYR3 - Data Collection
	+ 2017 SUMR3 - Data Collection
	+ 2018 EXYR1 - Data Collection
	+ 2018 EXYR2 - Data Collection
	+ 2018 EXYR3 - Data Collection
	+ 2018 FALL1 - Data Collection
	+ 2018 FALL2 - Data Collection
	+ 2018 FALL3 - Data Collection

7. Browse through the list of available Delete Options and click on the blue **Action Arrow** displayed on the right of the screen corresponding with the delete you wish to run.

2018 FALL1 - Data Collection

Delete Name	Action
Delete All PEIMS Student Program Data	
Delete PEIMS - Staff Category	
Delete PEIMS - Student Category <b>New</b>	
Delete PEIMS Fall - LEA	
Delete PEIMS Finance - LEA	
Delete PEIMS Student Program Data by Specific Student <b>New</b>	
Delete Staff Record For PEIMS	
Delete Student Record For PEIMS	




8. Enter information in the Comments box that describes the purpose of the deletion, then click the **Preview Delete** button.

**Delete PEIMS Fall - LEA**

District Code  
Collection Code 2018 FALL1

Comments\*  
Type a comment here...

Preview Delete



## 9. Review the Delete Summary to verify that values exist for the data that you are requesting a delete.

### Delete PEIMS Fall - LEA

District Code - 090903

Collection Code - 2018 FALL1

Comments - a



### Delete Summary

SCHOLWHS.CLASS_SUMMARY	139
SCHOLWHS.COURSE	103
SCHOLWHS.DIMENSION_IDENT_VALUE	693
SCHOLWHS.DISTRICT_FACT	1
SCHOLWHS.DISTRICT_YEAR	1
SCHOLWHS.GL_FACT	105
SCHOLWHS.LOCATION_FACT	1
SCHOLWHS.LOCATION_YEAR	1
SCHOLWHS.SCHOOL_ENTRY_EXIT	275
SCHOLWHS.SPECIAL_ED_SNAP	15
SCHOLWHS.STAFF_GL_FACT	119
SCHOLWHS.STAFF_SNAPSHOT	43
SCHOLWHS.STUDENT_CLASS_ENTRY_EXIT	139
SCHOLWHS.STUDENT_SCHOOL_LEAVER	25
SCHOLWHS.STUD_SNAPSHOT	277
SCHOLWHS.TITLE1_PROGRAMS	245
SCHOLWHS.TX_PEIMS_SSA_ORGANIZATION	1
SCHOLWHS.TX_PEIMS_STUDENT_GRAD_PGM	15
SCHOLWHS.TX_PEIMS_STUDENT_PGMS_SVCS	245
SCHOLWHS.TX_PEIMS_STUDENT_SE_PGMS_SVCS	15

After reviewing the Delete Summary screen, click the **Confirm Delete** button to delete the data.

**Delete PEIMS Fall - LEA**

District Code - 090903

Collection Code - 2018 FALL1

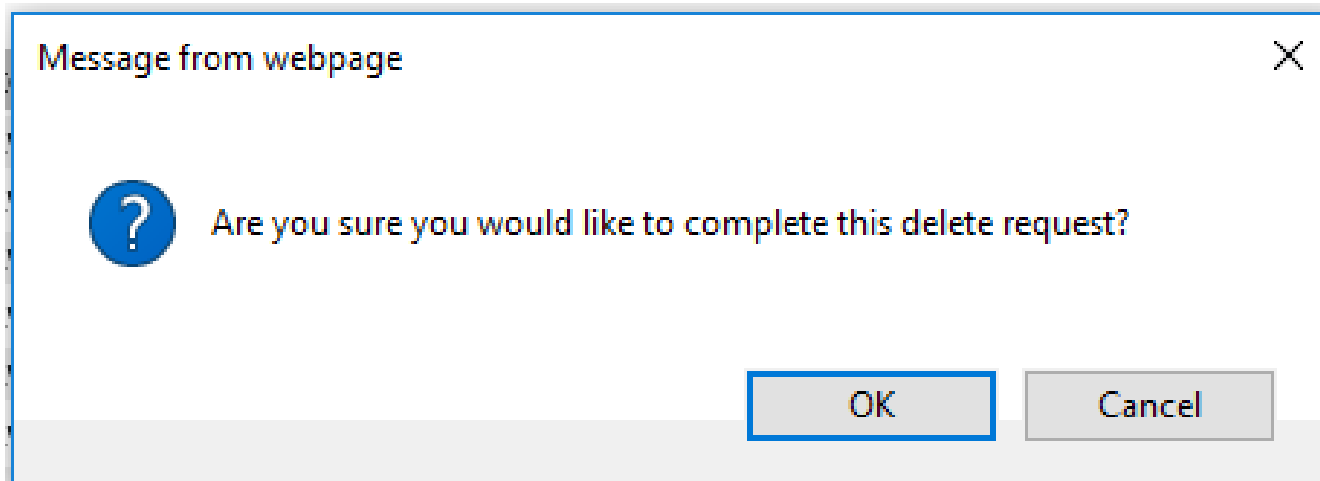
Comments - a

**Delete Summary**

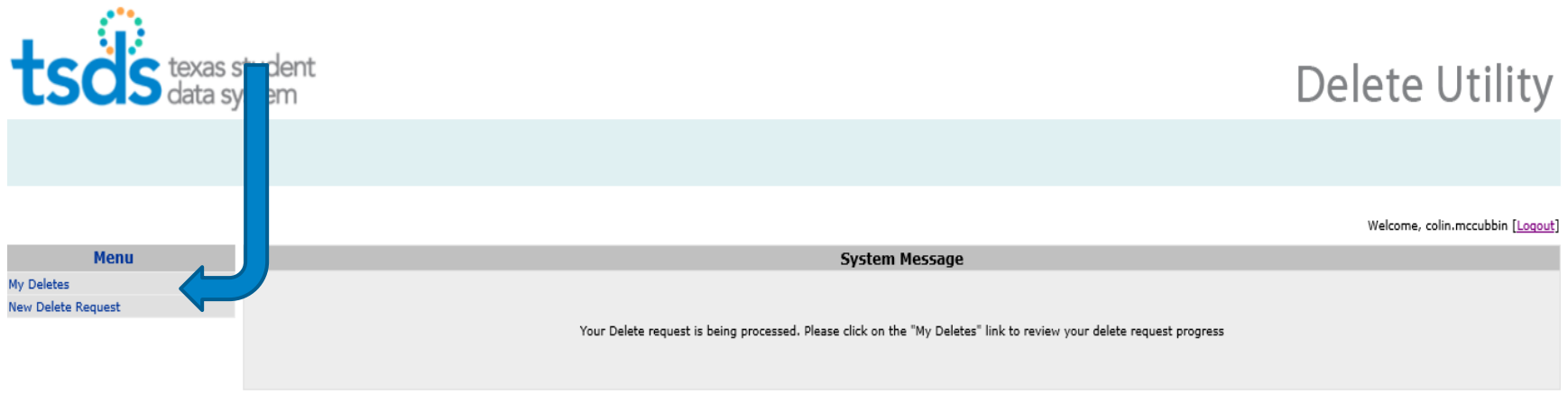
SCHOLWHS.CLASS_SUMMARY	0
SCHOLWHS.COURSE	0
SCHOLWHS.DIMENSION_IDENT_VALUE	0
SCHOLWHS.DISTRICT_FACT	0
SCHOLWHS.DISTRICT_YEAR	0
SCHOLWHS.GL_FACT	0
SCHOLWHS.LOCATION_FACT	0
SCHOLWHS.LOCATION_YEAR	0
SCHOLWHS.SCHOOL_ENTRY_EXIT	0
SCHOLWHS.SPECIAL_ED_SNAP	0
SCHOLWHS.STAFF_GL_FACT	0
SCHOLWHS.STAFF_SNAPSHOT	0
SCHOLWHS.STUDENT_CLASS_ENTRY_EXIT	0
SCHOLWHS.STUDENT_SCHOOL_LEAVER	0
SCHOLWHS.STUD_SNAPSHOT	0
SCHOLWHS.TITLE1_PROGRAMS	0
SCHOLWHS.TX_PEIMS_SSA_ORGANIZATION	0
SCHOLWHS.TX_PEIMS_STUDENT_GRAD_PGM	0
SCHOLWHS.TX_PEIMS_STUDENT_PGMS_SVCS	0
SCHOLWHS.TX_PEIMS_STUDENT_SE_PGMS_SVCS	0

**NOTE: If all the values in the column reflect zero ('0'), a delete is unavailable.**

A confirmation message will appear. Click **OK** to complete the delete request.



## 10. To check the status, click on **My Deletes**.



tsds texas student data system

Delete Utility

Welcome, colin.mccubbin [Logout](#)




**Menu**

- My Deletes
- New Delete Request

**System Message**

Your Delete request is being processed. Please click on the "My Deletes" link to review your delete request progress

11. Confirm the Delete Request has completed. Look for **SUCCESS** message in the 'Status' column.

My Deletes								
<u>Login Id</u>	<u>Delete Name</u>	<u>Rows Deleted</u>	<u>Date Executed</u>		<u>Audit Params</u>	<u>Comments</u>	<u>Status</u>	<u>Action</u>
colin.mccubbin	Delete PEIMS Fall - LEA	2458	2017-10-30 16:27:49	District Code	Collection Code:FALL1;Snapshot Date:2017-10-03	a	SUCCESS	
colin.mccubbin	Delete PEIMS Summer - LEA	1252	2017-10-09 10:20:09	District Code	Collection Code:SUMR1;Snapshot Date:2018-04-10	5a	SUCCESS	
colin.mccubbin	Delete PEIMS Summer - LEA	1058	2017-09-21 11:46:21	District Code	Collection Code:SUMR1;Snapshot Date:2018-04-10	a	SUCCESS	

## 12. Once the status shows **SUCCESS**:

Return to the steps involved in the TSDS PEIMS process.

- Work on corrections in the source system (when necessary)
- Complete extracts of data
- Create TSDS PEIMS Interchange Files
- Submit Interchange files through the eDM File and Batch Managers
- Validate and Promote files in TSDS PEIMS
- Review Fataals, Specials and Warnings
- Review Reports

## IMPORTANT NOTICE:

Please use the **Delete PEIMS Fall – LEA** utility with discretion.

As we approach the date that Fall PEIMS data is due to TEA, try to refrain from loading ALL of your Fall PEIMS data. Instead, utilize other available delete utility options that only delete a portion of the Fall data.



Please use the Delete Utility Reload Guide for specific information related to the interchange files that need to be reloaded after a certain delete utility is run.

The Delete Utility Reload Guide can be accessed by logging into TEAL and then TIMS.

In TIMS, search the Knowledge Base for Article number TSDSKB-379.

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

