

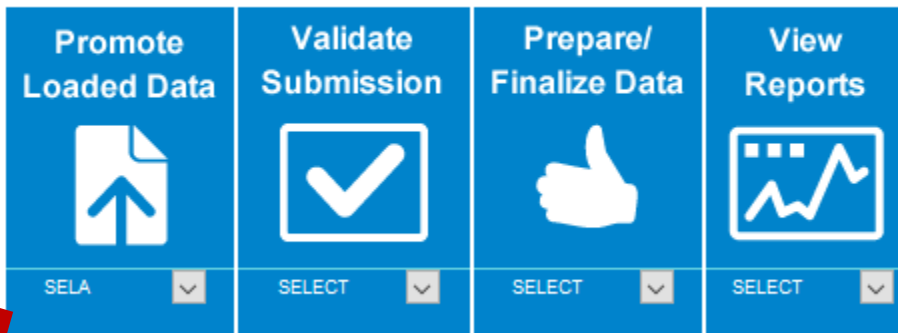
2020-2021 Promote, Validate, and Prepare/Finalize SELA Submission

1. Log into TEAL and go to the *TSDS Portal*.
2. Select *Core Collection*.



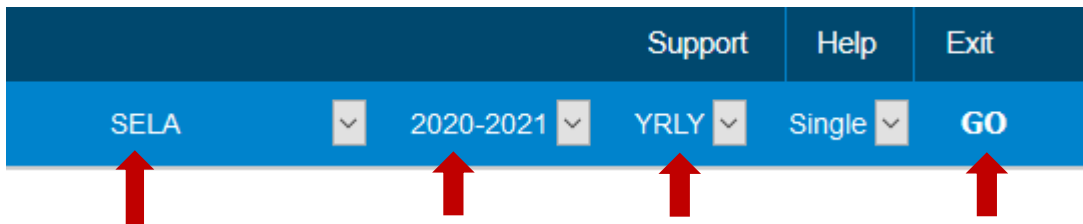
- then *Promote Loaded Data & SELA*.

Get Started with Core Collection



If you do not see an expected function, you may have selected an organization for v

3. Choose the correct *Year* and *Collection* and select *GO*.



4. Select *Data Promotions - Promote Loaded Data*.



5. Select *All Categories* and click *Next*.

Promote Loaded Data

Categories:

Subcategories:

Subcategories Selected:

Data Promotion Name:

6. Select *Submit* then Monitor the Data Promotion until in Completed Status.

Summary of Selected Category List

Organization Name	Categories/Subcategories
[Redacted] ISD	Education Organization/Campus
	Education Organization/Local Education Agency
	Student/Special Education Program
	Student/Student Basic Information

7. Select *Validations - Validate Submission Data* and Choose **All** Categories, click *Next*, then *Submit*.

Home » [View Reports](#) » [Validate Submission Data](#)

[View Reports](#) [Monitor Data Validations](#)

8. Choose **All Categories**, click *Next*, then *Submit*.

Validate Submission Data

Categories:

Subcategories:

Subcategories Selected:

Fatal Special Warning Warning

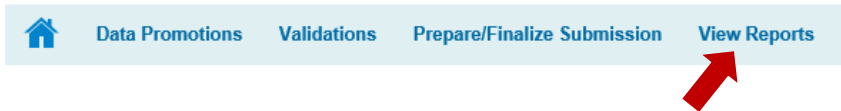
Data Validation Name:

- Once the **Status** shows Completed, select **View** to View the Error Report and verify all errors. Make correction as needed and resubmit data.

Data Validation Name	Collection	Scheduled By	Scheduled At	Status	Error Report
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- Select **View Reports**.



- Generate** each report and check for accuracy.

- If the reports are correct, select **Prepare/Finalize Submission** and verify the information under the **LEA Overview** is accurate, then select **Complete**.

Prepare / Finalize Submission

LEA Overview

Organization Data Status:

Organization Name:

Organization ID:

School Year:

Submission:

Total Fatal Errors: 0

Total Subcategories Promoted: 0

Total Subcategories Validated: 0

Complete



- Check** the box in front of the acknowledgement and select **Confirm**.

By checking this box, I acknowledge that all data included in the submission has been validated and reviewed for accuracy and authenticity. All Special Warnings and Warnings have been reviewed and confirmed.