

COMMON STEPS FOR TSDS CORE COLLECTIONS

LOG INTO TEAL

- ❑ Log into TEAL.
- ❑ Click on the Texas Student Data System Portal link.

TEA Login (TEAL)

NOTICE: TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

Username:

Password: [Show Password](#)

[Forgot your password?](#)
[Forgot your username?](#)

Applications

Texas Student Data System Portal

Texas Student Data System Portal

[Texas Student Data System Portal](#) [Add/Modify Access](#)

- ❑ In the ribbon near the middle of the page, click on Core Collection.

Deb Test (0)	deborah.deberry@tea.texas.gov	Support	Help	Exit
LEARNING TEST I. (701603) ▾				GO



	Core Collection	Support
---	------------------------	---------

Home » Core Collection



Welcome to the Core Collection

The TSDS Core Collection is an effort to consolidate the collection of other reporting data within TSDS to standardize the submission process and reduce redundancy between data sets.

Latest Additions

The Early Childhood Data System (ECDS) is the first data set to be included in the TSDS Core application. ECDS is a platform used to collect state-mandated early childhood data, which is designed to inform school districts, communities, and early childhood programs about the effectiveness of prekindergarten programs in preparing children for kindergarten.

- Once inside the Core Collection, you will select the specific collection:
 - Select the collection from the collection drop down menu



Home » [Core Collection](#)



WELCOME TO THE CORE COLLECTION

The TSDS Core Collection houses multiple data collections within TSDS to standardize the submission process and reduce redundancy between data sets.

Latest Additions

The Residential Facility Tracker (RF Tracker or RFT) tracks the enrollment of special education students who are in residential facilities to ensure that they receive the instructional time and services to which they are entitled.

The Statewide Performance Plan Indicator - 14 (SPPI-14) application collects student demographic data, disability data from the prior year summer, and student and parent contact information, so that a Post-School Outcomes Survey can be distributed to persons who had an Individualized Education Plan (IEP) in effect and received special education services prior to exiting high school.

The TSDS Core Collection also includes the Early Childhood Data System (ECDS), which collects state-mandated early childhood data to inform school districts, communities, and early childhood programs about the effectiveness of prekindergarten programs in preparing children for kindergarten.

To begin using the Core, select one of the buttons below or go to the [CORE 2.0 Application Home](#)

Get Started with Core Collection

Promote Loaded Data SELECT <input type="button" value="v"/>	Validate Submission SELECT <input type="button" value="v"/>	View Reports SELECT <input type="button" value="v"/>
---	---	--



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.

STEPS FOR PROCESSING TSDS COLLECTIONS IN THE CORE COLLECTION APPLICATION

- ❑ The TEAL roles and privileges requested for Core will determine the options the user will see in the TSDS ribbon.
 1. Promotion – moves data from the ODS to the Core Collection Data Mart.
 2. Validation – the LEA will verify the accuracy and completeness of data.
 3. Reports – reports should be reviewed to ensure the data promoted is accurate and complete.
 4. Administration – will allow the Approver to request an extension.
 5. Prepare/Finalize – will complete the collection and send it to TEA.



deb.test (0) deborah.deberry@tea.texas.gov Support Help Exit

LEARNING TEST ISD (701603) SPPI-14 2019-20 GO

tsds texas student data system

1 Data Promotions 2 Validations 5 Prepare/Finalize Submission 3 View Reports 4 Administration

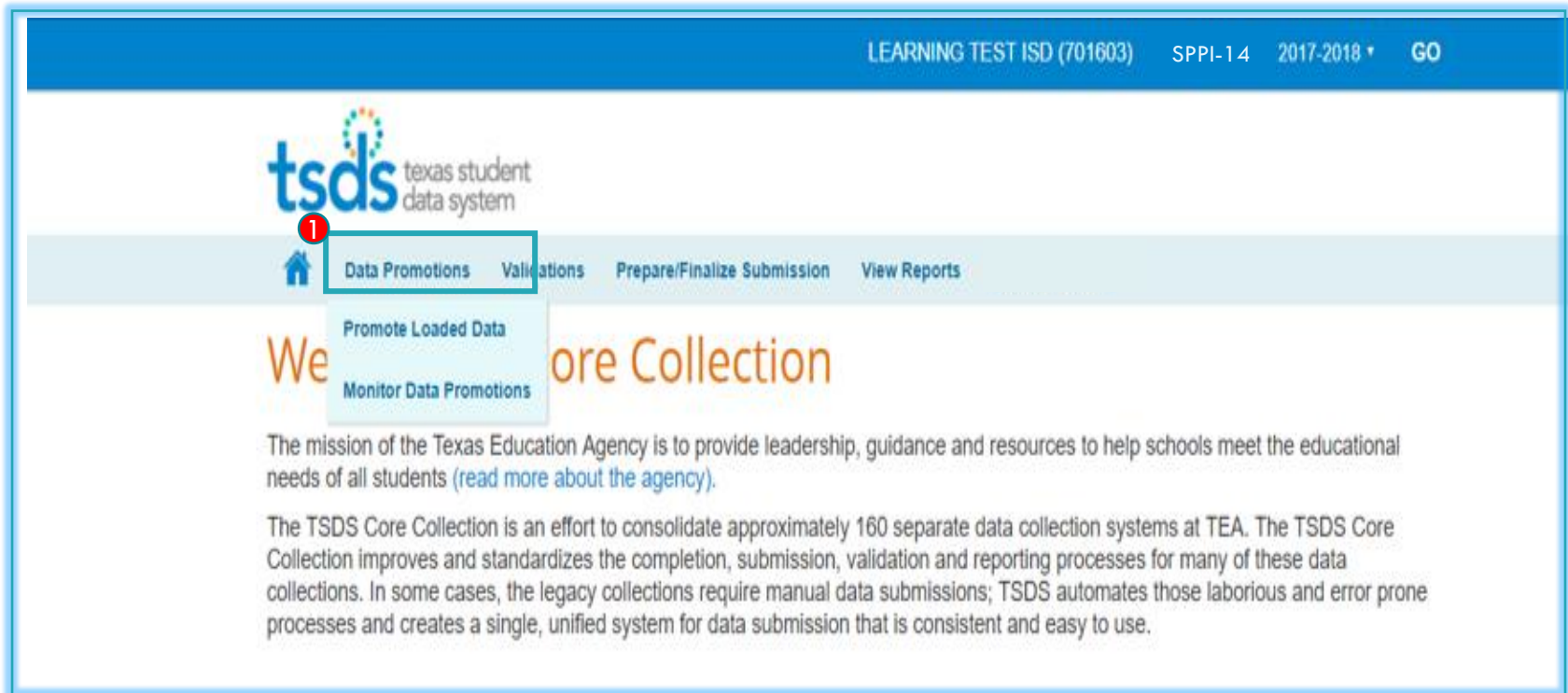
Welcome to Core Collection

The mission of the Texas Education Agency is to provide leadership, guidance and resources to help schools meet the educational needs of all students ([read more about the agency](#)).

The TSDS Core Collection is an effort to consolidate approximately 160 separate data collection systems at TEA. The TSDS Core Collection improves and standardizes the completion, submission, validation and reporting processes for many of these data collections. In some cases, the legacy collections require manual data submissions; TSDS automates those laborious and error prone processes and creates a single, unified system for data submission that is consistent and easy to use.

PROMOTE LOADED DATA

- ❑ To Promote data for TSDS core collections (SPPI-14, RFT, Class Roster or ECDS), hover over Data Promotions.
- ❑ Click on Promote Loaded Data.

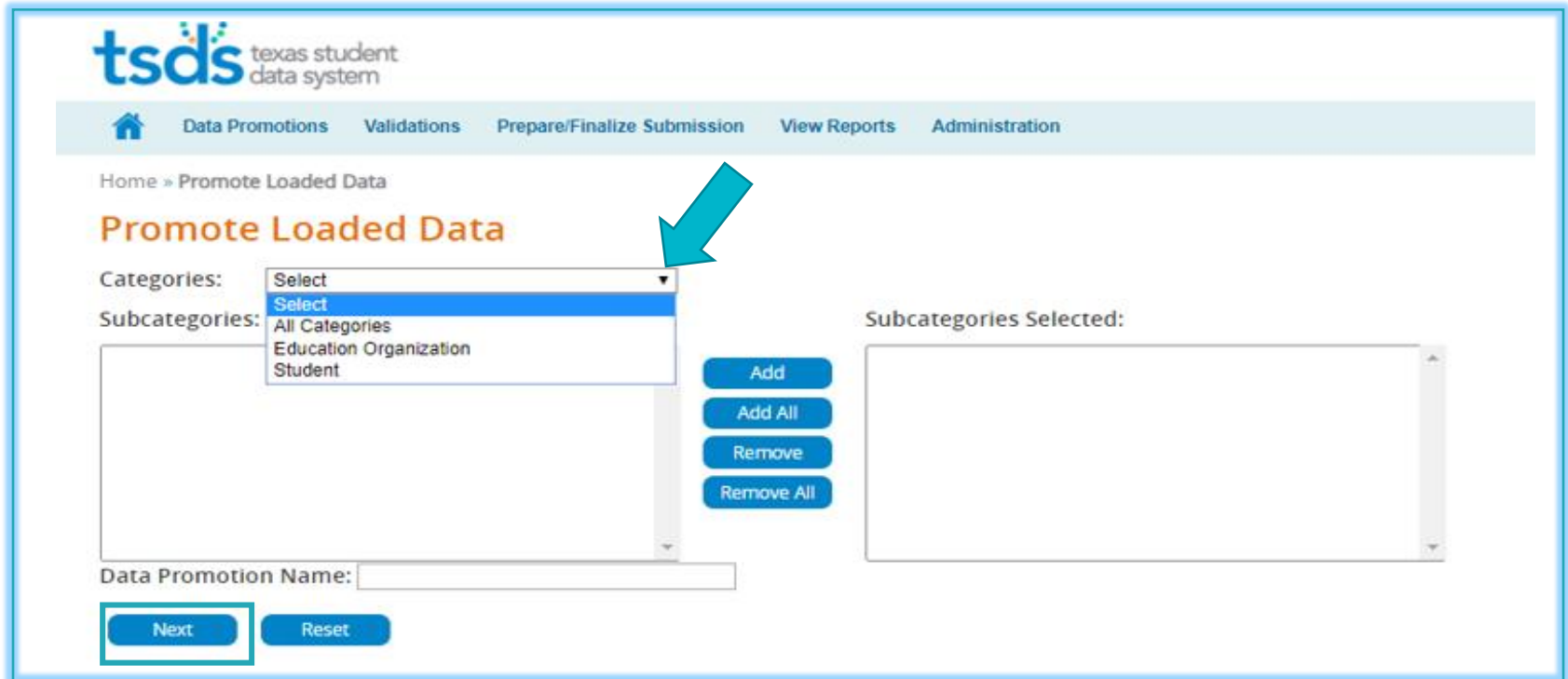


The screenshot shows the TSDS web application interface. At the top, there is a blue header with the text "LEARNING TEST ISD (701603) SPPI-14 2017-2018 * GO". Below the header is the TSDS logo and the text "texas student data system". A navigation menu is visible with a red circle and the number "1" highlighting the "Data Promotions" link. A dropdown menu is open under "Data Promotions", showing two options: "Promote Loaded Data" and "Monitor Data Promotions". The main content area features a large heading "We Core Collection" and two paragraphs of text. The first paragraph states: "The mission of the Texas Education Agency is to provide leadership, guidance and resources to help schools meet the educational needs of all students (read more about the agency)." The second paragraph states: "The TSDS Core Collection is an effort to consolidate approximately 160 separate data collection systems at TEA. The TSDS Core Collection improves and standardizes the completion, submission, validation and reporting processes for many of these data collections. In some cases, the legacy collections require manual data submissions; TSDS automates those laborious and error prone processes and creates a single, unified system for data submission that is consistent and easy to use."

The Promote process will pull the TSDS Data from the ODS to the Core Collection Data Mart.

SELECT THE CATEGORIES TO PROMOTE

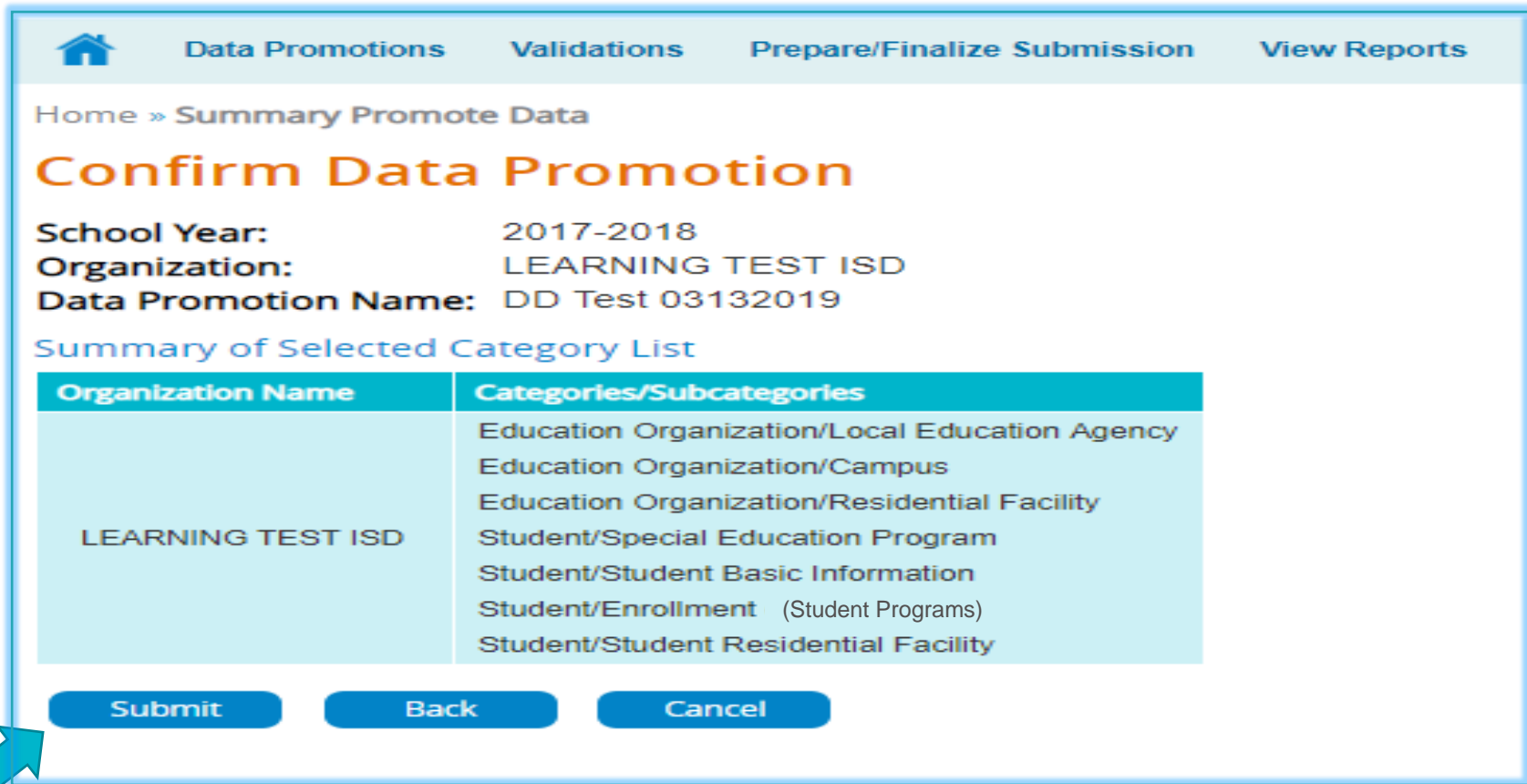
- ❑ Click on the dropdown arrow for Categories.
- ❑ Select the categories you wish to promote. When promoting data in SPPI-14, always use the ALL CATEGORIES option. Promoting by individual category may prevent some data from promoting.
- ❑ Highlight and click your selection.
- ❑ Click on the Next button.



The screenshot shows the 'Promote Loaded Data' page in the Texas Student Data System (tsds). The page has a navigation bar with links for 'Data Promotions', 'Validations', 'Prepare/Finalize Submission', 'View Reports', and 'Administration'. The main heading is 'Promote Loaded Data'. Below this, there are two sections: 'Categories' and 'Subcategories'. The 'Categories' section has a dropdown menu that is currently open, showing the following options: 'Select', 'All Categories', 'Education Organization', and 'Student'. A red arrow points to the dropdown arrow of the 'Categories' menu. To the right of the 'Categories' dropdown are four buttons: 'Add', 'Add All', 'Remove', and 'Remove All'. Below the 'Categories' section is a text input field for 'Data Promotion Name:'. At the bottom of the page, there are two buttons: 'Next' and 'Reset'. The 'Next' button is highlighted with a red box.

CONFIRM DATA PROMOTION

- ❑ The confirmation screen will show exactly what you will be promoting.
- ❑ Confirm this is correct. Then click Submit.



Home » Summary Promote Data

Confirm Data Promotion

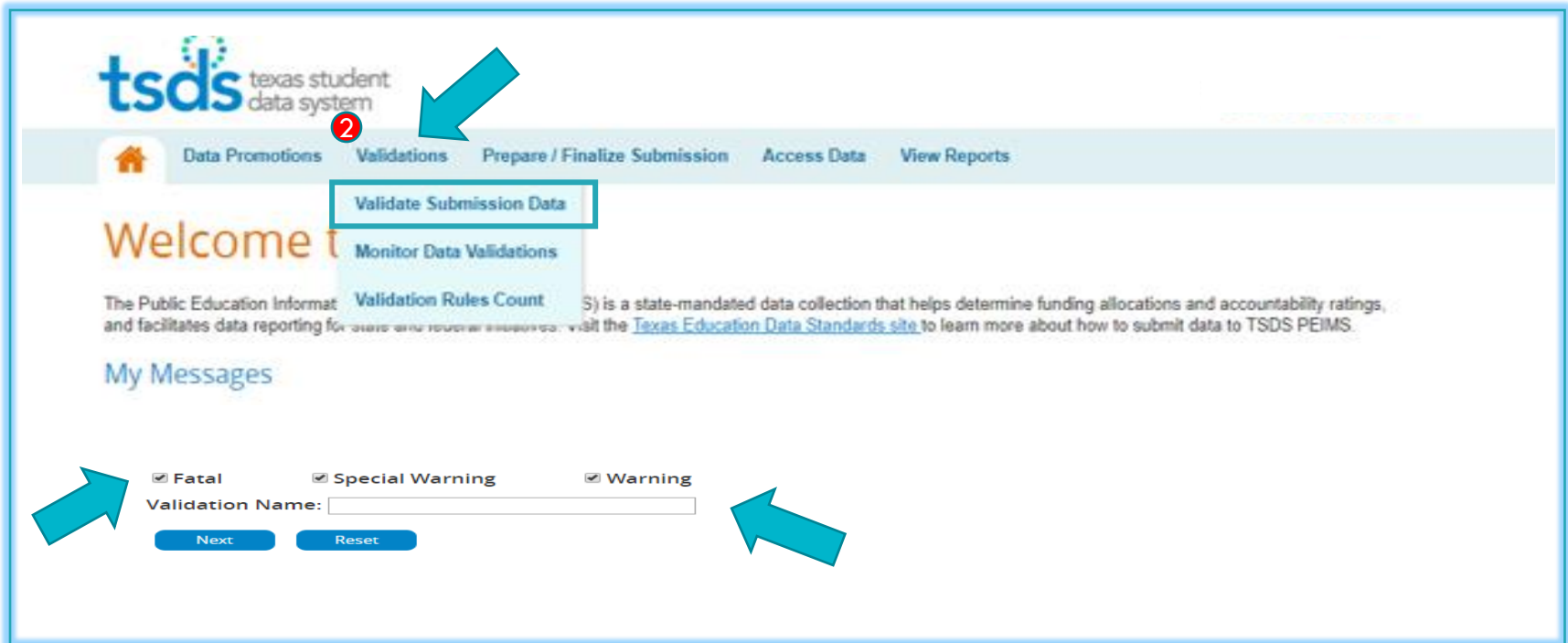
School Year: 2017-2018
Organization: LEARNING TEST ISD
Data Promotion Name: DD Test 03132019

Summary of Selected Category List

Organization Name	Categories/Subcategories
LEARNING TEST ISD	Education Organization/Local Education Agency Education Organization/Campus Education Organization/Residential Facility Student/Special Education Program Student/Student Basic Information Student/Enrollment (Student Programs) Student/Student Residential Facility

VALIDATE COLLECTION DATA

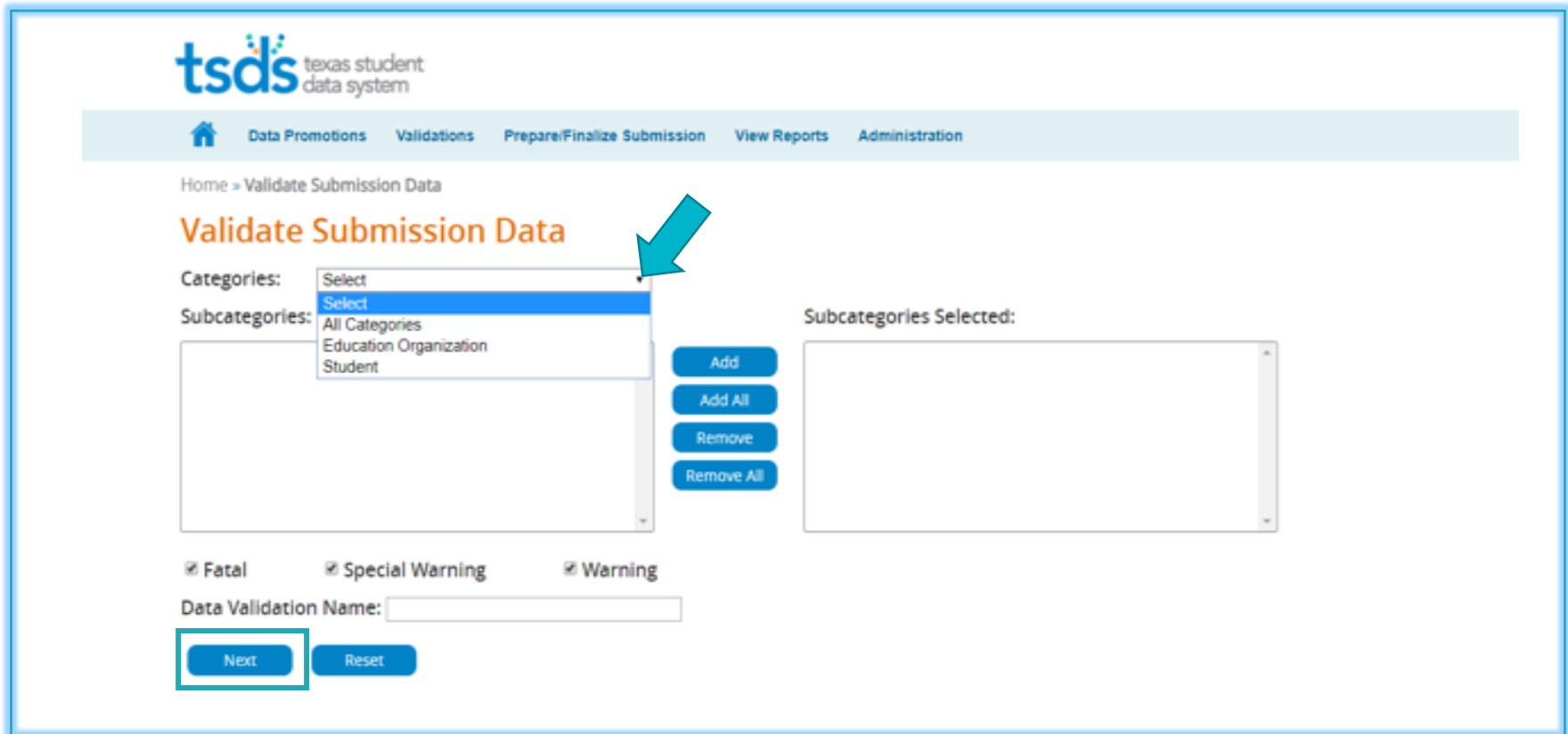
- ❑ Hover over Validations. Click on Validate Submission Data.
- ❑ The Validation screen is very similar to the Promotion screen.
- ❑ You will be able to check the type of errors for which you wish to Validate. (Fatal, Special Warning, Warning)
- ❑ Enter Data Validation Name. Click Next.



The screenshot shows the TSDS (Texas Student Data System) interface. The top navigation bar includes 'Data Promotions', 'Validations', 'Prepare / Finalize Submission', 'Access Data', and 'View Reports'. A red circle with the number '2' is placed over the 'Validations' menu item. A blue arrow points from this circle to a dropdown menu that is open, showing 'Validate Submission Data' (highlighted with a blue box), 'Monitor Data Validations', and 'Validation Rules Count'. Another blue arrow points from the 'Validate Submission Data' option to the main content area. The main content area features a 'Welcome' message and a section for 'My Messages'. Below this, there are three checkboxes: 'Fatal', 'Special Warning', and 'Warning', all of which are checked. A text input field labeled 'Validation Name:' is positioned below the checkboxes. Two blue arrows point towards this input field. At the bottom of the form are two buttons: 'Next' and 'Reset'.

SELECT THE CATEGORIES TO VALIDATE

- ❑ Click on the dropdown arrow for Categories.
- ❑ Select the categories you wish to validate.
- ❑ Highlight and click your selection.
- ❑ Click on the Next button.



tsds texas student data system

Home > Validate Submission Data

Validate Submission Data

Categories:

Subcategories:

All Categories
Education Organization
Student

Add
Add All
Remove
Remove All

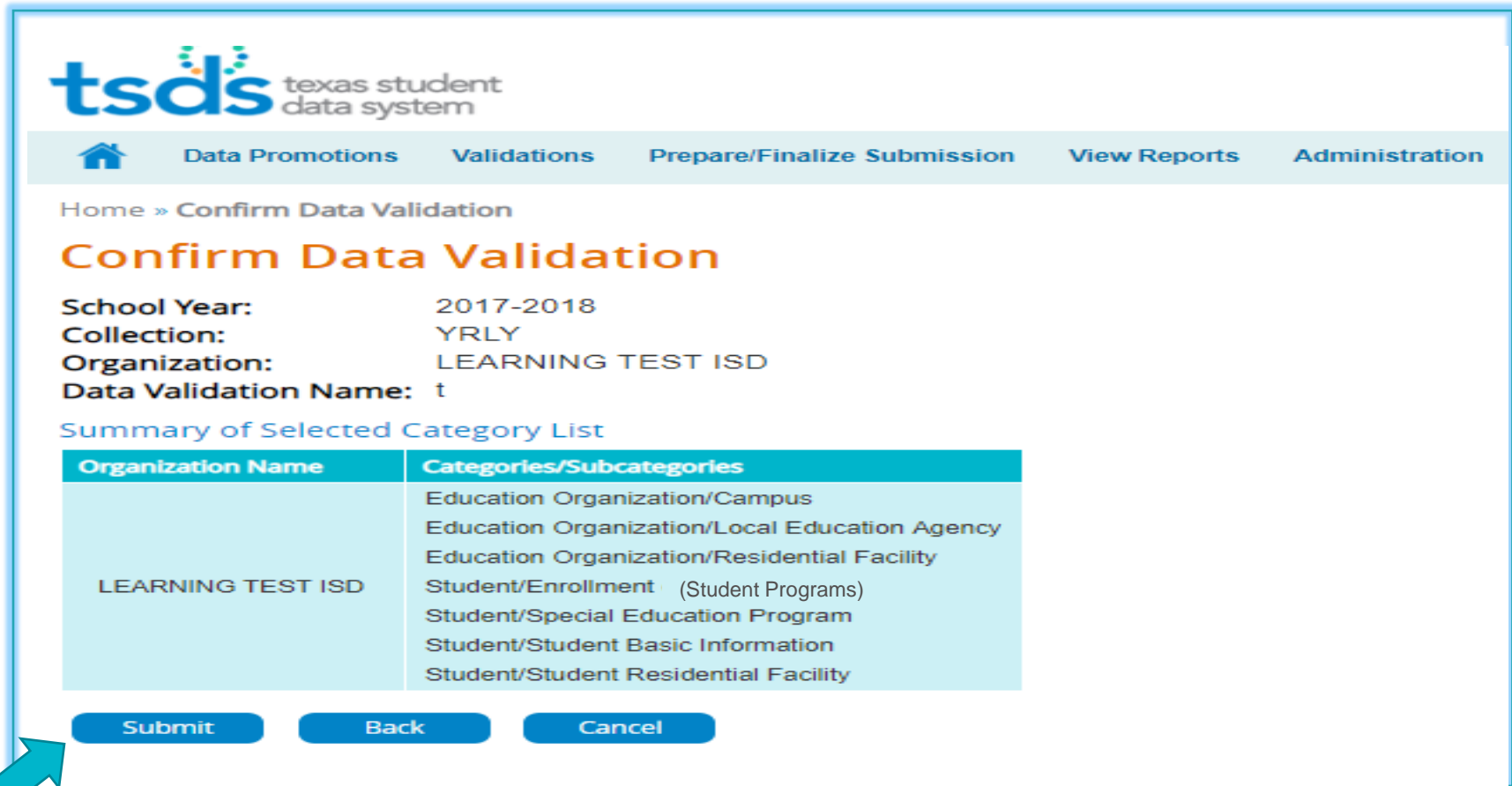
Subcategories Selected:

Fatal Special Warning Warning

Data Validation Name:

Next Reset

- ❑ Next, you will confirm this is the data you wish to Validate.
- ❑ Click Submit.



The screenshot shows the 'Confirm Data Validation' page in the Texas Student Data System (tsds). The page header includes the tsds logo and navigation links: Home, Data Promotions, Validations, Prepare/Finalize Submission, View Reports, and Administration. The breadcrumb trail is 'Home » Confirm Data Validation'. The main heading is 'Confirm Data Validation'. Below this, the following information is displayed:

School Year: 2017-2018
Collection: YRLY
Organization: LEARNING TEST ISD
Data Validation Name: t

Below the information is a section titled 'Summary of Selected Category List' containing a table:

Organization Name	Categories/Subcategories
LEARNING TEST ISD	Education Organization/Campus
	Education Organization/Local Education Agency
	Education Organization/Residential Facility
	Student/Enrollment (Student Programs)
	Student/Special Education Program
	Student/Student Basic Information
	Student/Student Residential Facility

At the bottom of the page, there are three buttons: 'Submit', 'Back', and 'Cancel'. A red arrow points to the 'Submit' button.

VIEWING VALIDATION DETAILS

- ❑ Click on the Data Validation Name to view the details by Category and Subcategory for this validation job.
- ❑ Each Category/Subcategory will show the status of Completed or Completed with Errors.
- ❑ Click View in the Error Report column to see error details.

Monitor Data Validations

Show Search Criteria LEA Validation Errors

Show entries Search: PDF XLS Print

Data Validation Name	Scheduled By	Scheduled At	Status	Error Report
kathy.adaky_03132019_023038	kathy.adaky	03/13/2019 02:30 PM	COMPLETED WITH ERRORS	View
kathy.adaky_03132019_120116	kathy.adaky	03/13/2019 12:01 PM	COMPLETED WITH ERRORS	View

Validation Request Details

School Year : 2017-2018
 Collection : YRLY
 Organization : LEARNING TEST ISD
 Request Name : kathy.adaky_03142019_011931
 Submitted Time : 03/14/2019 1:19 PM
 Submitted By : kathy.adaky

Show entries Search: PDF XLS Print

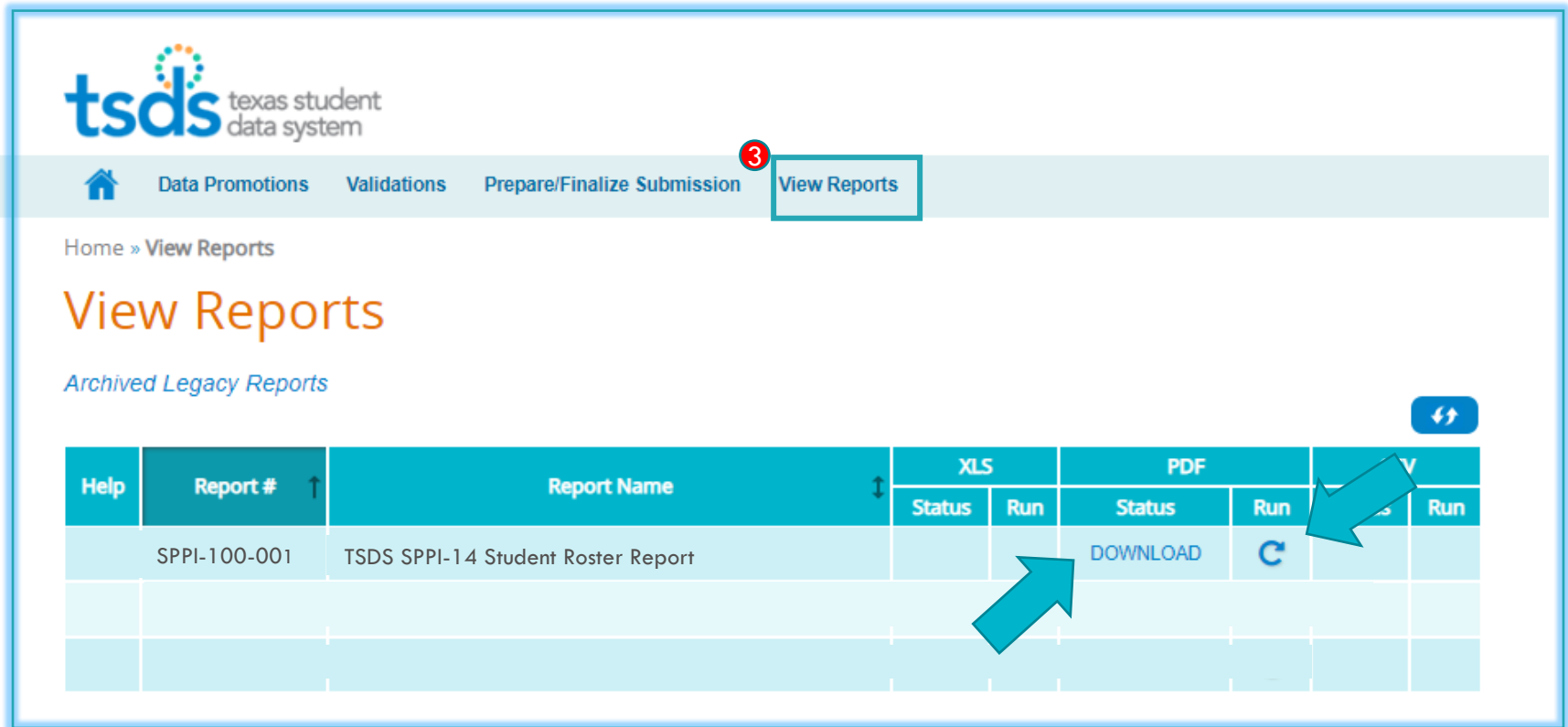
Org ID	Category	Subcategory	Validation Request Status	Error Report	F	SW	W
701603	Education Organization	Local Education Agency	COMPLETED	View	0	0	0
701603	Education Organization	Campus	COMPLETED	View	0	0	0
701603	Education Organization	Residential Facility	COMPLETED	View	0	0	0
701603	Student	Special Education Program	COMPLETED WITH ERRORS	View	1	0	0
701603	Student	Student Basic Information	COMPLETED WITH ERRORS	View	57	0	0
701603	Student	Enrollment (School Association)	COMPLETED WITH ERRORS	View	1	0	0
701603	Student	Student Residential Facility	COMPLETED WITH ERRORS	View	8	0	0

- ❑ Evaluate the errors and determine what action should be taken to correct the errors.
- ❑ Errors must be corrected in the local SIS. The LEA Data Loader will extract the corrected XML interchanges and load them into the ODS.

Student	Special Education Program	F	41163-0050: For each student Special Education program association, there must be a student with a matching TX-UNIQUE-STUDENT-ID where RESIDENTIAL-FACILITY-INDICATOR is TRUE.	<p>Error Data: [Data is missing or invalid]</p> <p>Identifying Info: DISTRICT-ID: 701603, TX-UNIQUE-STUDENT-ID: 4353771337, LAST-NAME: GRUSSENDORF, FIRST-NAME: RUBIE, DATE-OF-BIRTH: 15-MAY-2012</p>
Student	Student Basic Information	F	40100-0099: TX-UNIQUE-STUDENT-ID must match an entry in the TSDS Unique ID system.	<p>Error Data: [Data is missing or invalid]</p> <p>Identifying Info: DISTRICT-ID: 701603, TX-UNIQUE-STUDENT-ID: 4133938178, LAST-NAME: WANDLER, FIRST-NAME: LAKIESHA, DATE-OF-BIRTH: 05-MAR-1997</p>

VERIFY REPORTS

- ❑ Click on View Reports.
- ❑ Click the Run icon to generate the report.
- ❑ Click Download to view the reports.

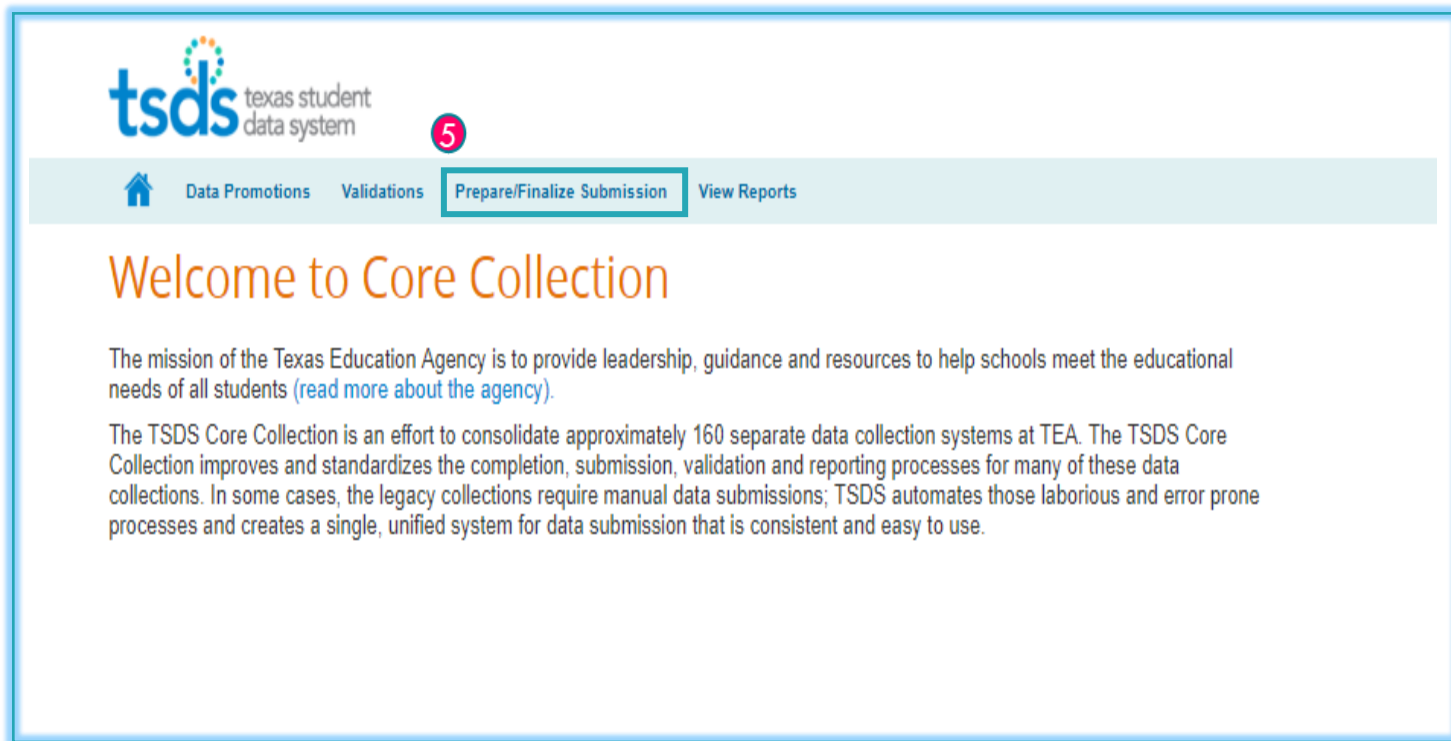


The screenshot shows the TSDS (Texas Student Data System) interface. At the top left is the TSDS logo. Below it is a navigation bar with a home icon and several menu items: Data Promotions, Validations, Prepare/Finalize Submission, and View Reports. The 'View Reports' item is highlighted with a red circle containing the number '3'. Below the navigation bar, the breadcrumb 'Home » View Reports' is shown, followed by the main heading 'View Reports' in orange. Underneath is the sub-heading 'Archived Legacy Reports'. A table of reports is displayed with columns for Report #, Report Name, XLS (Status, Run), PDF (Status, Run), and a Run column. The first row shows a report with ID 'SPPI-100-001' and name 'TSDS SPPI-14 Student Roster Report'. The XLS 'Run' column has a blue arrow pointing to it. The PDF 'Status' column has a 'DOWNLOAD' button. The PDF 'Run' column has a circular refresh icon. A blue double-headed arrow icon is in the top right corner of the table area.

Help	Report # ↑	Report Name ↓	XLS		PDF		Run
			Status	Run	Status	Run	
	SPPI-100-001	TSDS SPPI-14 Student Roster Report			DOWNLOAD	↻	

COMPLETING THE COLLECTION

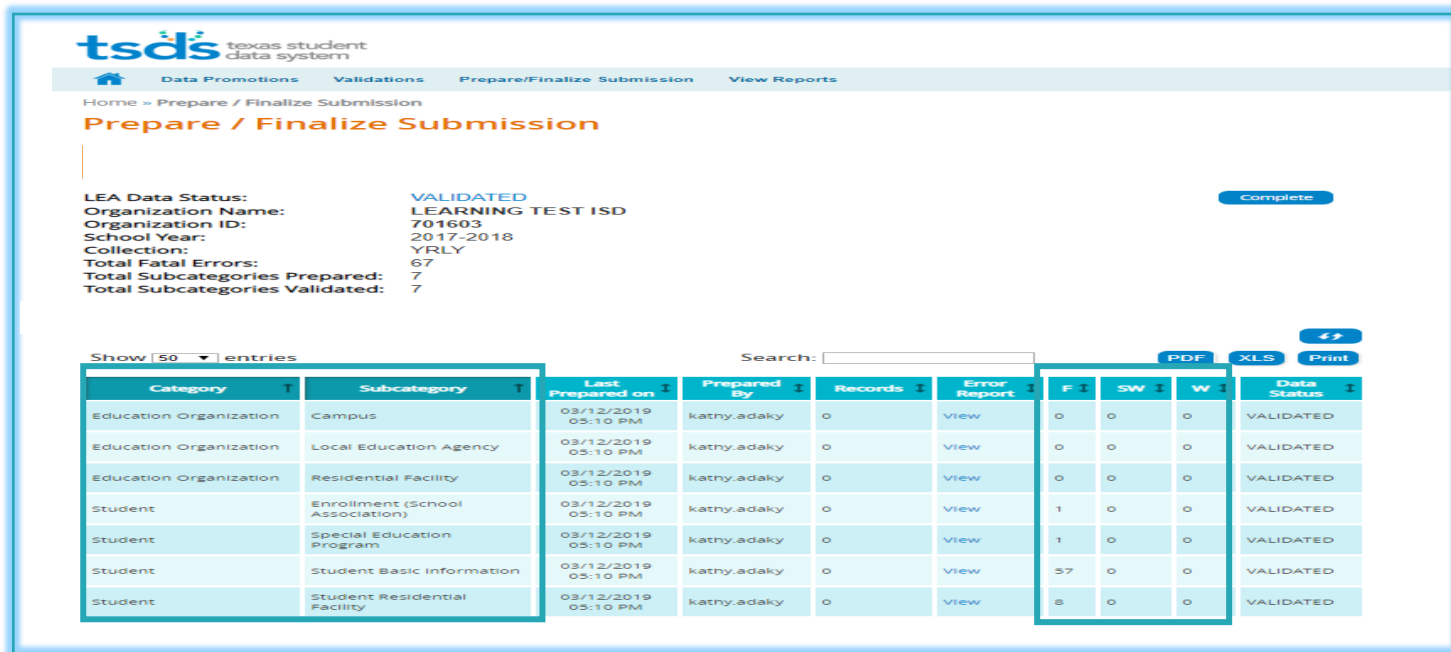
- ❑ Finalize the Collection only when:
 - The Collection is Fatal free,
 - All Special Warnings and Warnings have been verified, and
 - All Reports have been reviewed for completeness and accuracy.
- ❑ From the Home Page, click on Prepare/Finalize Submission.



The screenshot shows the TSDS Core Collection interface. At the top left is the TSDS logo (texas student data system). To its right is a red circle with the number 5. Below the logo is a navigation bar with a home icon, 'Data Promotions', 'Validations', 'Prepare/Finalize Submission' (highlighted with a blue box), and 'View Reports'. Below the navigation bar is the heading 'Welcome to Core Collection' in orange. Underneath is a paragraph about the mission of the Texas Education Agency, followed by another paragraph about the TSDS Core Collection.

MARK THE SUBMISSION COMPLETE

- ❑ On the Prepare/Finalize screen
 - You will see a summary of the Categories and Subcategories you have Promoted and Validated.
 - You will also see the error counts for the Collection. (If you have any Fatals, you will not be able to Complete the Collection.)
- ❑ Continue working through all errors until each has been resolved or verified. Review each report carefully.



The screenshot shows the 'Prepare / Finalize Submission' screen in the Texas Student Data System. The page header includes navigation links: Home, Data Promotions, Validations, Prepare/Finalize Submission, and View Reports. The main heading is 'Prepare / Finalize Submission'. Below this, the LEA Data Status is 'VALIDATED'. The Organization Name is 'LEARNING TEST ISD' with Organization ID '701603' and School Year '2017-2018'. The Collection is 'YRLY'. The summary shows 67 Total Fatal Errors, 7 Total Subcategories Prepared, and 7 Total Subcategories Validated. A 'Complete' button is visible. Below the summary is a table with columns for Category, Subcategory, Last Prepared on, Prepared By, Records, Error Report, F, SW, W, and Data Status. The table contains 7 rows of data, all with a 'VALIDATED' status.

Category	Subcategory	Last Prepared on	Prepared By	Records	Error Report	F	SW	W	Data Status
Education Organization	Campus	03/12/2019 05:10 PM	kathy.adaky	0	View	0	0	0	VALIDATED
Education Organization	Local Education Agency	03/12/2019 05:10 PM	kathy.adaky	0	View	0	0	0	VALIDATED
Education Organization	Residential Facility	03/12/2019 05:10 PM	kathy.adaky	0	View	0	0	0	VALIDATED
Student	Enrollment (School Association)	03/12/2019 05:10 PM	kathy.adaky	0	View	1	0	0	VALIDATED
Student	Special Education Program	03/12/2019 05:10 PM	kathy.adaky	0	View	1	0	0	VALIDATED
Student	Student Basic information	03/12/2019 05:10 PM	kathy.adaky	0	View	57	0	0	VALIDATED
Student	Student Residential Facility	03/12/2019 05:10 PM	kathy.adaky	0	View	8	0	0	VALIDATED

MARK THE SUBMISSION COMPLETE

- ❑ When Fatal free, click the Complete button, read the acknowledgement, and check the box.
- ❑ Click Confirm. Your Collection has now been submitted to TEA and is final.

Prepare / Finalize Submission

LEA Data Status: **VALIDATED**
Organization Name: **LEARNING TEST ISD**
Organization ID: **701603**
School Year: **2017-2018**
Collection: **YRLY**
Total Fatal Errors: **67**
Total Subcategories Prepared: **7**
Total Subcategories Validated: **7**

[Complete](#)

Show **50** entries Search:

[PDF](#) [XLS](#) [Print](#)

Category ↑	Subcategory ↑	Last Prepared on ↓	Prepared By ↑	Records ↑	Error Report ↓	F ↓	SW ↓	W ↓	Data Status ↓
Education Organization	Campus	03/12/2019 05:10 PM	kathy.adaky	0	View	0	0	0	VALIDATED
Education Organization	Local Education Agency	03/12/2019 05:10 PM	kathy.adaky	0	View	0	0	0	VALIDATED
Education Organization	Residential Facility	03/12/2019 05:10 PM	kathy.adaky	0	View	0	0	0	VALIDATED
Student	Enrollment (School Association)	03/12/2019 05:10 PM	kathy.adaky	0	View	0	0	0	VALIDATED
Student	Special Education Program	03/12/2019 05:10 PM	kathy.adaky	0	View	0	0	0	VALIDATED
Student	Student Basic Information	03/12/2019 05:10 PM	kathy.adaky	0	View	0	0	0	VALIDATED
Student	Student Residential Facility	03/12/2019 05:10 PM	kathy.adaky	0	View	0	0	0	VALIDATED

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

[Confirm](#) [Cancel](#)