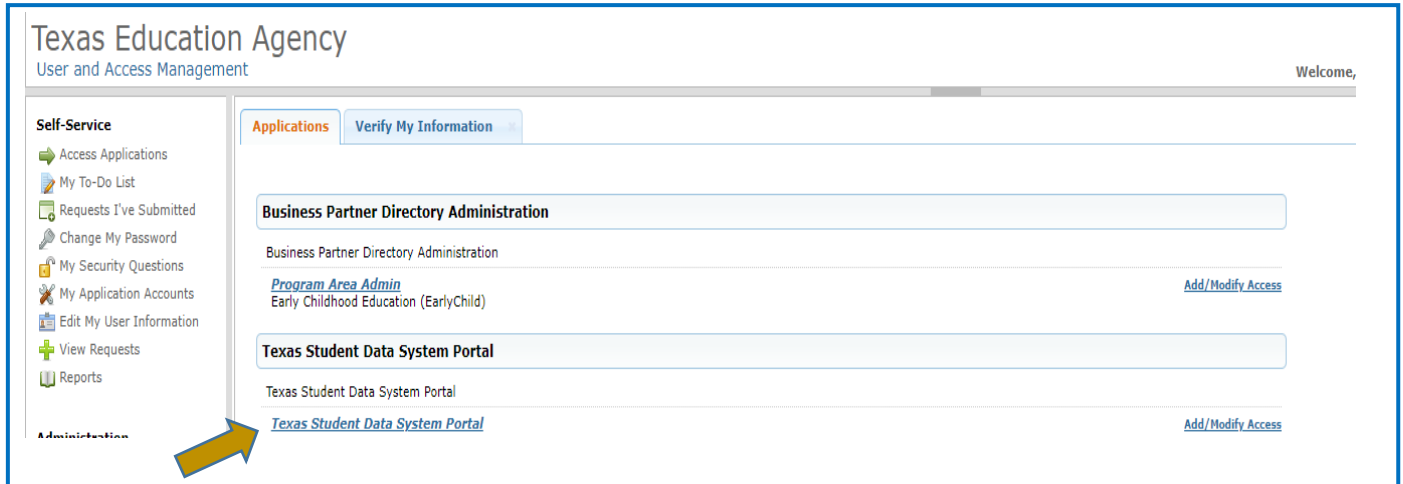


Special Education Language Acquisition (SELA) Reference Guide

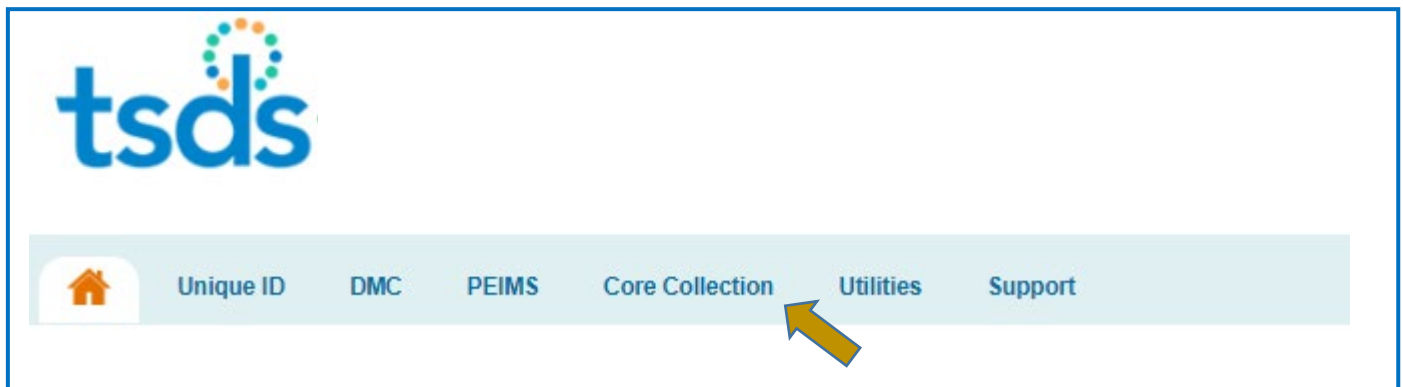
Target Audience: Local Education Agency (LEA) staff who will be submitting the SELA Submission.

Purpose: This guide provides a list of steps for promoting and validating data for LEA personnel responsible for submitting SELA data in TSDS.

1. Log in to TEAL and navigate to the [Texas Student Data System Portal](#).



2. Click on **Core Collection** in the menu bar near the top.



3. Click **Core Collection Home**.

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 **Child Find (CF)** data collection is the newest Core data collection, added for the 2021-2022 school year. CF consists of State Performance Plan Indicators (SPPI) 11 and 12, which tracks the early childhood transition of children under the age of 3 (SPPI-12), and the timely initial evaluation of children ages 3-21 (SPPI-11).

Other Core Collections:

The Core Collection also includes the following data collections:

- **The Class Roster Collection** (added 2019-2020) – tracks course offerings, teacher demographics, teacher class assignments, student demographics, and student class enrollments.
- **Early Childhood Data System (ECDS)** – 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.
- **Residential Facility Tracker (RFT)** (added 2019-2020) – 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.
- **Statewide Performance Plan Indicator-14 (SPPI-14)** – (added 2019-2020) 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.
- **Charter School Waitlist (CSW)** – (added 2020-2021) – tracks each charter school's waitlist, the number of students enrolled at the charter school, and their enrollment capacity.
- **Special Education Language Acquisition (SELA)** – (added 2020-2021) – collects data to ensure that the language acquisition of each child eight years of age or younger who is deaf or hard of hearing is regularly assessed.

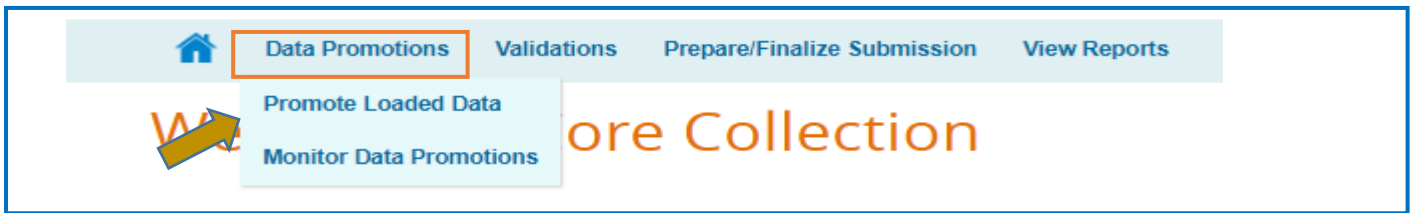
To begin using the Core, select one of the buttons below or go to the [CORE Collection Home](#)

4. In the menu bar at the top verify that your LEA is selected; Select “SELA” and the current school year; “YRLY” and “Single” will be auto selected. Click **GO**.

TEA (000000) x SELA 2024-2025 YRLY Single GO

Click GO

5. Hover over “Data Promotions” and click **Promote Loaded Data**.



6. In the “Categories” dropdown, select the **Categories** to promote. It is best to promote *all* categories the first time you promote your data. When promoting all categories, all subcategories will be promoted.

A screenshot of the 'Promote Loaded Data' form. The 'Categories' dropdown menu is open, showing options: 'Select', 'All Categories', 'Education Organization', and 'Student'. A yellow arrow points to 'All Categories'. Below the dropdown is a 'Subcategories' list box. To the right are buttons: 'Add', 'Add All', 'Remove', and 'Remove All'. Further right is a 'Subcategories Selected' list box. At the bottom is a 'Data Promotion Name' text box and 'Next' and 'Reset' buttons.

7. In the “Data Promotion Name” box, enter a name that will be meaningful to you for this promotion. Click **Next**.

A screenshot of the 'Promote Loaded Data' form. The 'Categories' dropdown now shows 'All Categories'. The 'Subcategories' list box is empty. The 'Subcategories Selected' list box now contains 'All Categories'. A yellow arrow points to the 'Data Promotion Name' text box. The 'Next' and 'Reset' buttons are at the bottom left.

8. Confirm the data to promote on the next screen. Click **Submit** to submit your data promotion.

Home » Summary Promote Data

Confirm Data Promotion

School Year: 2023-2024
Collection: SELA
Organization: TRAINING1 ISD
Data Promotion Name: DD 6/6/2024

Summary of Selected Category List

Organization Name	Categories/Subcategories
TRAINING1 ISD	Education Organization/Campus
	Education Organization/Local Education Agency
	Student/Enrollment (School Association)
	Student/Student Basic Information

Submit **Back** **Cancel**

9. Next, after clicking Submit in the above step, the Monitor Data Promotions page will appear and you will see a confirmation message. Click the **Refresh Button** (↺).

- Your most recently submitted promotion will be listed in the first row of the table on this screen.
- The status of this promotion is “IN PROGRESS”.
- As the promotion is processed the status will change from “IN PROGRESS” to “COMPLETED” which indicates you have no promotion errors and can move forward, or to “COMPLETED WITH ERRORS” which indicates you have some promotion errors you must address.

Monitor Data Promotions

✓ Your promotion request, DD 6/6/2024, has been scheduled.

Show Search Criteria

Show entries

Search Table:

LEA Data Promotion Errors **↺**

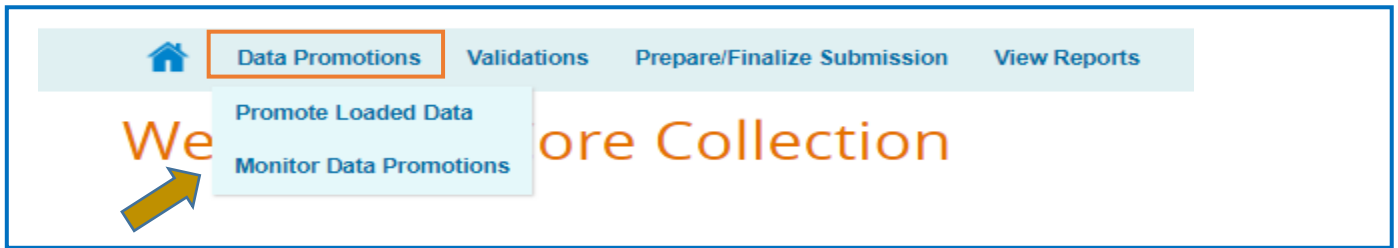
PDF **X** **Print**

Data Promotion Name	Submission	Scheduled By	Scheduled At	Status	Error Report
DD 6/6/2024	YRLY	deborah.deberry	06/07/2024 02:01 PM	IN PROGRESS	View

Showing 1 to 1 of 1 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

10. On the home screen ribbon, hover over “Data Promotions” and click **Monitor Data Promotions**.



11. When the status is “COMPLETED WITH ERRORS”:

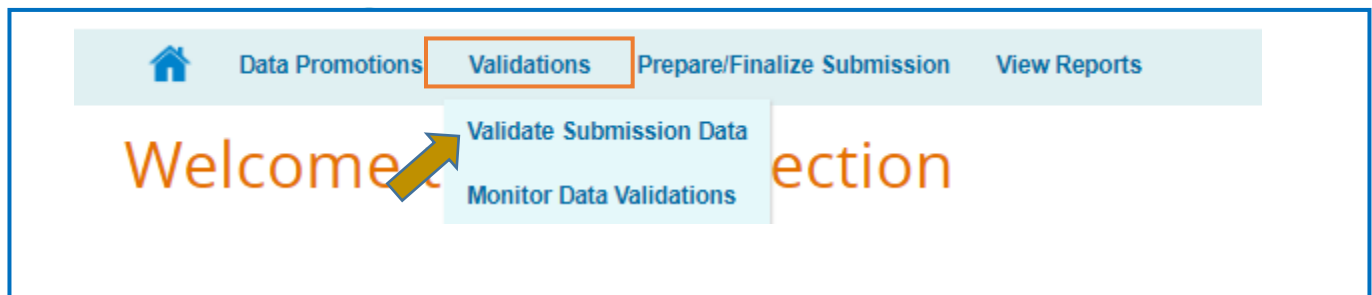
- Click **View** in the “Error Report” column to view errors, or
- Click on the **Data Promotion Name** to view errors by category and subcategory.

Data Promotion Name	Submission	Scheduled By	Scheduled At	Status	Error Report
DD 6/6/2024	YRLY	deborah.deberry	06/07/2024 02:01	COMPLETED WITH ERRORS	View

12. Evaluate each error.

- Make corrections in your local source system.
 - If additional support is needed, submit a TIMS incident (ticket) for ESC support.
- After the data has been republished to the IODS, complete the promotion steps 1–11 again.

13. When all promotion errors have been resolved, hover over “Validations” and click **Validate Submission Data**.



14. In the “Categories” dropdown, select the **Categories** to validate. (It is best to validate *all* categories the first time you validate your data.) When validating all categories, all subcategories will be validated.
- Check the **Error Severities** for this validation (Fatal, Special Warning, Warning).
 - Enter the “Data Validation Name” that will be meaningful to you for this validation.
 - Click **Next**.

Home » Validate Submission Data

Validate Submission Data

Categories:

Subcategories:

Add
Add All
Remove
Remove All

Subcategories Selected:

☒ Fatal ☒ Special Warning ☒ Warning

Data Validation Name:

- Confirm the data to validate on the next screen. Click **Submit** to submit your data validation.

Home » Confirm Data Validation

Confirm Data Validation

School Year: 2023-2024
Collection: SELA
Organization: TRAINING1 ISD
Data Validation Name: DD 6/7/2024

Summary of Selected Category List


Organization Name	Categories/Subcategories
TRAINING1 ISD	Education Organization/Campus
	Education Organization/Local Education Agency
	Student/Enrollment (School Association)
	Student/Student Basic Information


15. Next, after clicking Submit in the above step, the Monitor Data Validations page will appear and you will see a confirmation message. Click the **Refresh Button** ().

- Your most recently submitted validation will be listed in the first row of the table on this screen.
- The status of this validation is “IN PROGRESS”.
- As the validation is processed the status will change from “IN PROGRESS” to “COMPLETED” which indicates you have no validation errors and can move forward, or to “COMPLETED WITH ERRORS” which indicates you have some validation errors you must review and/or correct.

Home » Monitor Data Validations

Monitor Data Validations

 The validation request, DD 6/7/2024, has been scheduled.

Show Search Criteria LEA Validation Errors 


Show entries Search Table:

PDF XL Print

Data Validation Name	Submission	Scheduled By	Scheduled At	Status	Error Report
DD 6/7/2024	YRLY	deborah.deberry	06/07/2024 03:37 PM	IN PROGRESS	View

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

16. On the home screen, hover over “Validations” and click **Monitor Data Validations**.

 [Data Promotions](#) [Validations](#) [Prepare/Finalize Submission](#) [View Reports](#)

Home » Monitor Data Vali

Monitor Data

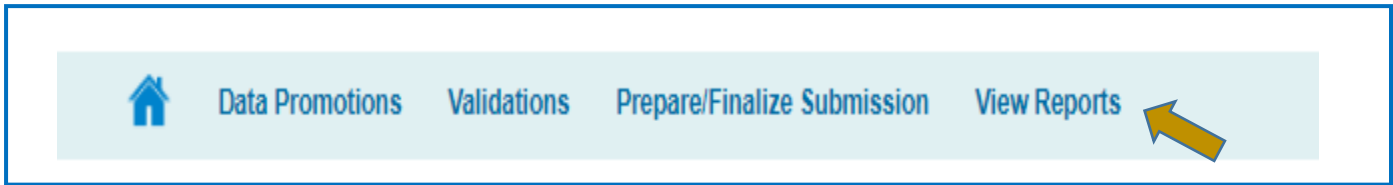
- Validate Submission Data
- Monitor Data Validations**

17. When the status changes to “COMPLETED WITH ERRORS”:

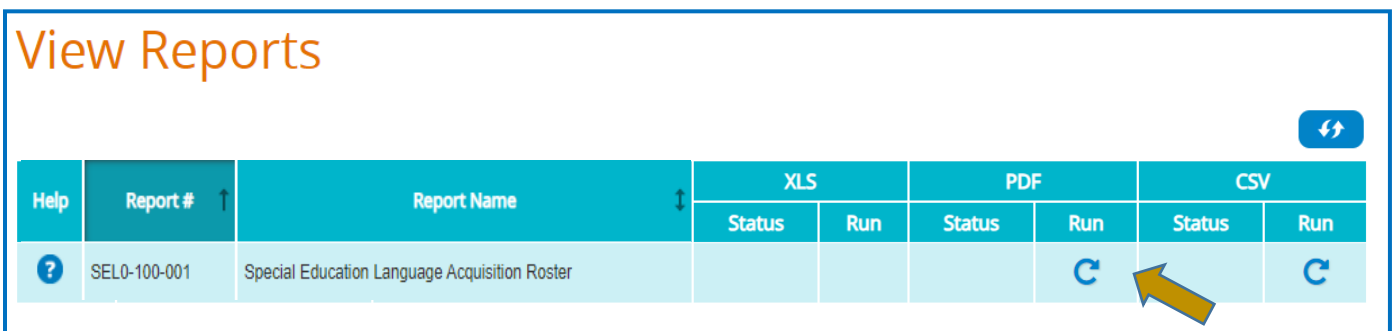
- Click **View** in the “Error Report” column to view errors, or
- Click the **Data Validation Name** to view errors by category and subcategory.

Data Validation Name	Submission	Scheduled By	Scheduled At	Status	Error Report
DD 6/7/2024	YRLY	deborah.deberry	06/08/2024 02:01	COMPLETED WITH ERRORS	View

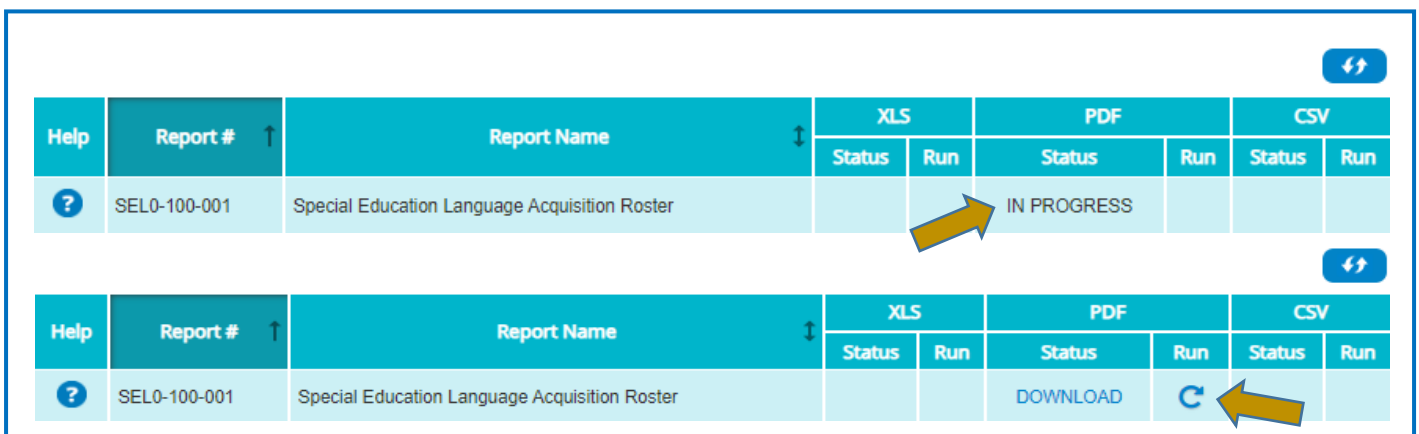
18. Evaluate each error, make corrections to all FataIs in your local source system, and closely review all Special Warnings to determine accuracy.
- After the data has been republished to the IODS, complete steps 1-18 again.
 - When all Fatal errors have been resolved, you are ready to run the TSDS reports.
19. On the home screen, click **View Reports**. (It is vital that you view your report and verify the data to ensure completeness and accuracy of your data.)



20. Select the report and click the **Run Icon** (↻).
- Set the report parameters.
 - Click **Run**.



21. The report will first show “IN PROGRESS” in the status column.
- Click the **Refresh Button** (↻↻).
 - When the report has been generated the status will change to “DOWNLOAD”.
 - Click **DOWNLOAD** to view the report.

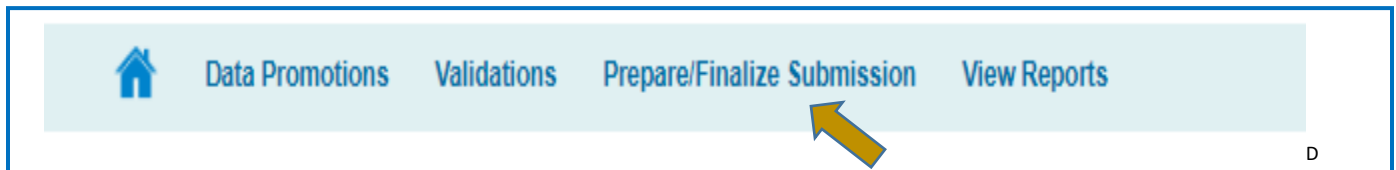


22. Verify the data on the SELA report.

- Include the program area staff and administrators as you verify the data on each report.
- If omissions or incorrect data are found on reports, make the corrections in your local source system.
- After the updated data is republished to the IODS, complete steps 1-22 again.

23. All SELA data must be promoted, validated, and fatal free by the *fourth Thursday in June*.

24. When all Fatal errors have been corrected, and Special Warnings have been closely reviewed to determine accuracy, and the data on all reports has been verified, click **Prepare/Finalize Submission** on the menu bar on the “Core Collection Home” screen.



25. Review the information on this screen.

- Verify that you have zero fatal errors. (You cannot complete the submission if any fatal errors remain unresolved.)
- Verify that all categories and subcategories were promoted and validated.

The screenshot shows the 'Prepare / Finalize Submission' screen. At the top, it says 'LEA Overview'. Below this is a table of information:

Organization Data Status:	VALIDATED
Organization Name:	SEDS LEARNING ISD
Organization ID:	701603
School Year:	2023-2024
Collection:	SELA
Submission:	YRLY
Submission Instance:	Single
Total Fatal Errors:	0
Total Subcategories Promoted:	4
Total Subcategories Validated:	4

To the right of the table are two buttons: 'Complete' (blue) and 'Reset' (grey). A yellow arrow points to the 'Complete' button. Another yellow arrow points to the 'Total Subcategories Promoted' row. A small letter 'D' is in the bottom right corner of the screen area.

- Verify the record counts for each category/subcategory. Take another look at the remaining Special Warnings by clicking **View** in the “Error Report” column.

Category ↑	Subcategory ↑	Last Promoted on ↑	Promoted By ↑	Records ↑	Error Report ↑	F ↑	SW ↑	W ↑	Data Status ↑
Education Organization	Campus	02/28/2024 06:58 PM	deborah.deberry	3	View	0	0	0	VALIDATED
Education Organization	Local Education Agency	02/28/2024 06:58 PM	deborah.deberry	1	View	0	0	0	VALIDATED

When you are confident that the data is accurate and complete, click **Complete**. The SELA Submission will be validated once again, and if no fatals appear, is the submission will be finalized.

Prepare / Finalize Submission

LEA Overview

Organization Data Status: **VALIDATED**
 Organization Name: **SEDS LEARNING ISD**
 Organization ID: **701603**
 School Year: **2023-2024**
 Collection: **SELA**
 Submission: **YRLY**
 Submission Instance: **Single**
 Total Fatal Errors: **0**
 Total Subcategories Promoted: **4**
 Total Subcategories Validated: **4**

[Complete](#)
[Reset](#)

26. After you complete the SELA Submission, if you find errors or omissions prior to the submission deadline (the fourth Friday in June), and you have already completed, you can reset the submission and make corrections.

- On the Prepare/Finalize Submission screen, click **Reset**. This will allow you to promote your data again.
- Make the necessary corrections in your local source system.
- After the data is republished to the IODS, you will promote, validate, view reports, and check for accuracy as outlined above.
- Click **Complete** to complete the submission.



Prepare / Finalize Submission

LEA Overview

Organization Data Status:	VALIDATED
Organization Name:	SEDS LEARNING ISD
Organization ID:	701603
School Year:	2023-2024
Collection:	SELA
Submission:	YRLY
Submission Instance:	Single
Total Fatal Errors:	0
Total Subcategories Promoted:	4
Total Subcategories Validated:	4

Complete **Reset**

27. If the LEA determines an extension is needed, the Superintendent or his/her designee who has the TEAL Approver role can request an extension.

- The Superintendent or his/her designee will log in as the Core LEA Data Approver.
- Navigate to the SELA submission in the Core Collection Application.
- Hover over the Administration tab and click **Request Collection Extension**.



Home Prepare / Finalize Submission Access Data View Reports **Administration**

Request Collection Extensions

- On the next screen, enter the Extension Date. (The date the LEA will be able to complete the submission).
- Next, enter the Extension Reason. (Provide a brief explanation of the extenuating circumstances that resulted in the extension request).
- Click **Submit**. This will send the request to TEA for approval. LEAs should not assume the extension is granted until they receive the approval notification.
- If you have not received an approval or denial within *one* day, follow up with your ESC.

The screenshot shows the 'Request Submission Extensions' page in the Texas Student Data System (tsds). The page has a navigation bar with links: Home, Data Promotions, Validations, Prepare / Finalize Submission, Access Data, View Reports, and Administration. The main heading is 'Request Submission Extensions'. Below this, there are several input fields: 'School Year' (2023-2024), 'Collection' (SELA), 'Submission' (2023-2024), and '*Extension Date:' (with a date format hint mm/dd/yyyy). There is also a '*Extension Reason:' field. At the bottom, there are 'Submit' and 'Reset' buttons. Three yellow arrows point to the 'Submit' button, the 'Extension Date' field, and the 'Extension Reason' field.