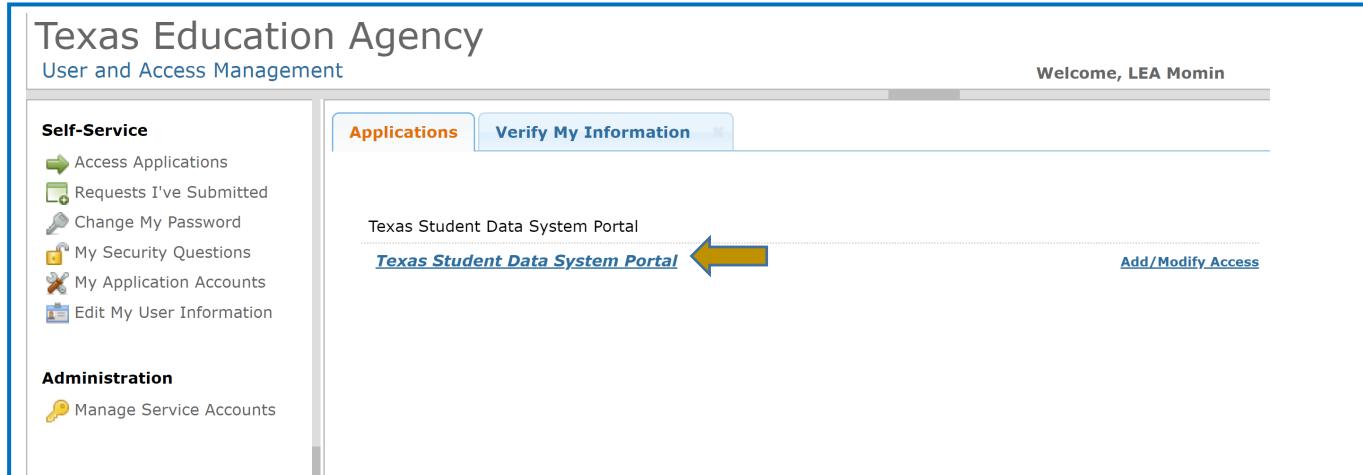


Target Audience: Local Education Agency (LEA) staff who will be submitting the Class Roster Winter Submission.

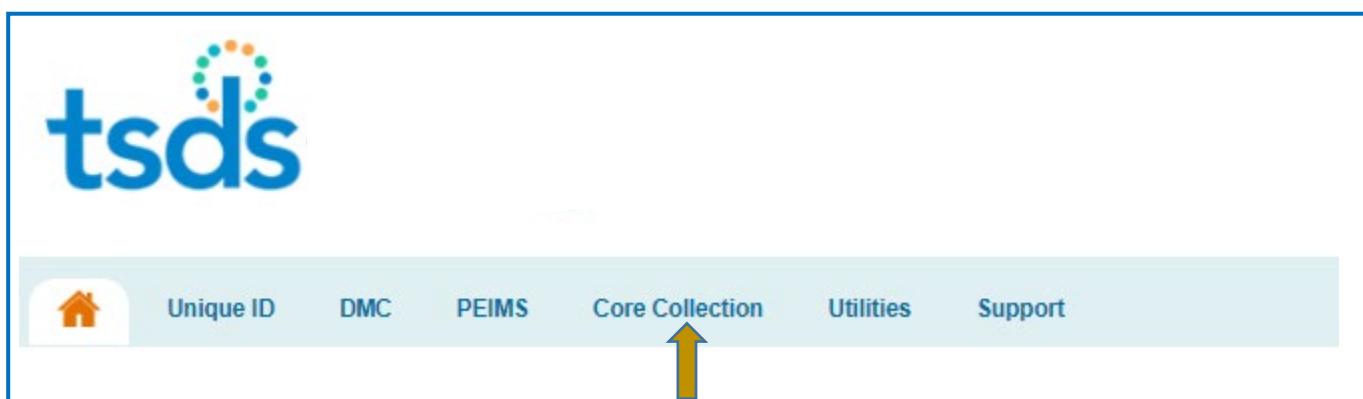
Purpose: This guide provides a list of steps for promoting and validating data for LEA personnel responsible for submitting Class Roster data in TSDS.

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



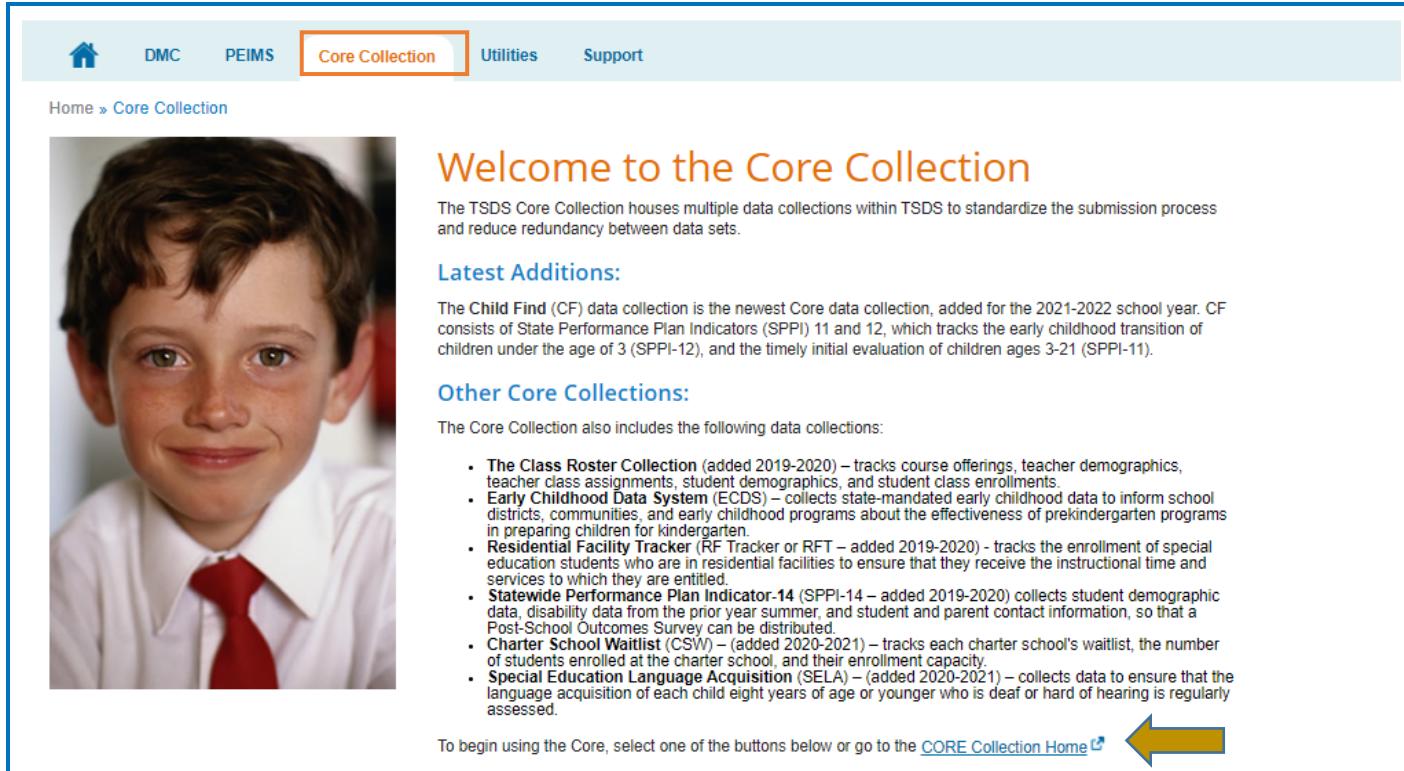
The screenshot shows the Texas Education Agency User and Access Management portal. The top navigation bar includes 'Welcome, LEA Momin' and tabs for 'Applications' (which is selected) and 'Verify My Information'. Below the navigation is a link to the 'Texas Student Data System Portal' with a yellow arrow pointing to it. The left sidebar contains 'Self-Service' and 'Administration' sections with various links. The 'Self-Service' section includes 'Access Applications', 'Requests I've Submitted', 'Change My Password', 'My Security Questions', 'My Application Accounts', and 'Edit My User Information'. The 'Administration' section includes 'Manage Service Accounts'.

2. Click on **CORE COLLECTION** in the menu bar near the top.



The screenshot shows the TSDS homepage. The top navigation bar includes a house icon, 'Unique ID', 'DMC', 'PEIMS', 'Core Collection' (which is highlighted with a yellow arrow), 'Utilities', and 'Support'. The 'Core Collection' menu item is the one being selected.

3. Click on **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 (RF Tracker or 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](#) 

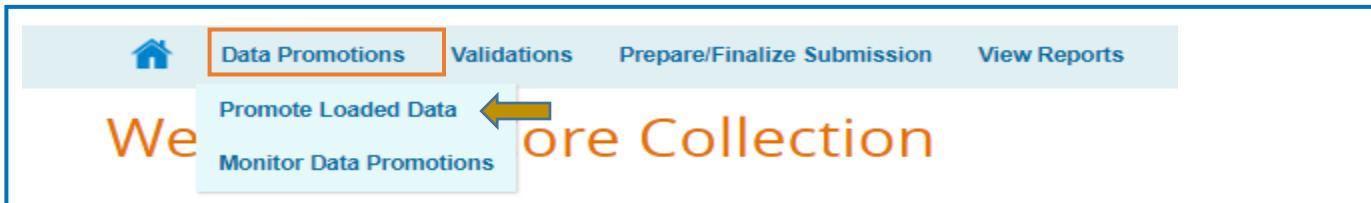
4. In the menu bar at the top verify that your LEA is selected; Select “CLASS ROSTER” and the current school year, “WNTR” and “Single” will be auto selected. Click **GO**.



TRAINING4 ISD (701680) CLASS ROSTER 2024-2025 WNTR Single GO

Click GO

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



Data Promotions Validations Prepare/Finalize Submission View Reports

Promote Loaded Data  Monitor Data Promotions

We Core Collection

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 also be promoted.

Promote Loaded Data

Categories:

Subcategories:

Subcategories Selected:

Data Promotion Name:

Next **Reset**

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

Promote Loaded Data

Categories:

Subcategories:

Subcategories Selected:

Data Promotion Name:

Next **Reset**

Up

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

Home » Summary Promote Data

Confirm Data Promotion

School Year: 2024-2025
 Collection: CLASS ROSTER
 Organization: TRAINING4 ISD
 Data Promotion Name: Test Promotion

Summary of Selected Category List

Organization Name	Categories/Subcategories
TRAINING4 ISD	Campus Course Section/Course Section
	Education Organization/Campus
	Education Organization/Local Education Agency
	Staff/Staff Association
	Staff/Staff Basic Information
	Staff/Teacher Class Assignment
	Student/Enrollment (School Association)
	Student/Student Basic Information
	Student/Student Section

 Submit

 Back

 Cancel

9. Near the top of the next screen, you will see a confirmation message. Click the **Refresh Button** .

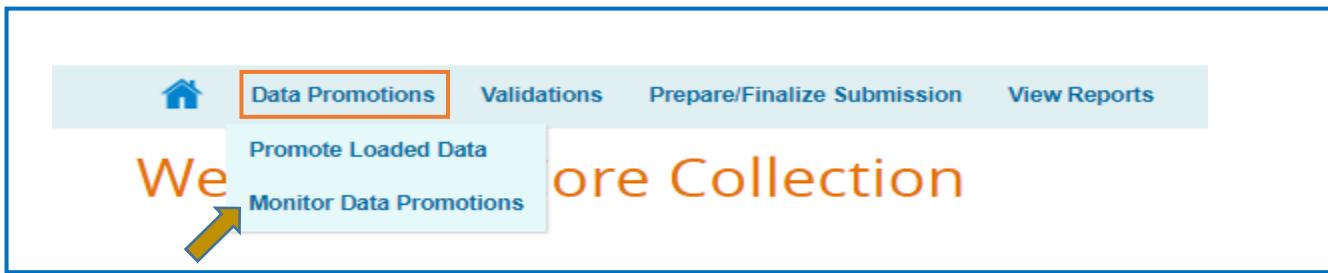
- Your most recently submitted promotion will be listed in the first row of the table on this screen.
- The status of this promotion is “IN PROGRESS”.
- As the promotion is processed the status will change from “IN PROGRESS” to “COMPLETED” which indicates you have no promotion errors and can move forward,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

Monitor Data Promotions

 Your promotion request, Test SM, has been scheduled.

Show Search Criteria	LEA Data Promotion Errors												
 Show Search Criteria	 LEA Data Promotion Errors												
Show 50 entries	 PDF  XLS  Print												
Search Table: <input type="text"/>													
<table border="1"> <thead> <tr> <th>Data Promotion Name</th> <th>Submission</th> <th>Scheduled By</th> <th>Scheduled At</th> <th>Status</th> <th>Error Report</th> </tr> </thead> <tbody> <tr> <td>Test SM</td> <td>WNTR</td> <td>Shabana.Momin</td> <td>08/14/2024 01:24 PM</td> <td>IN PROGRESS</td> <td> View</td> </tr> </tbody> </table>		Data Promotion Name	Submission	Scheduled By	Scheduled At	Status	Error Report	Test SM	WNTR	Shabana.Momin	08/14/2024 01:24 PM	IN PROGRESS	 View
Data Promotion Name	Submission	Scheduled By	Scheduled At	Status	Error Report								
Test SM	WNTR	Shabana.Momin	08/14/2024 01:24 PM	IN PROGRESS	 View								

10. On the home screen, 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.

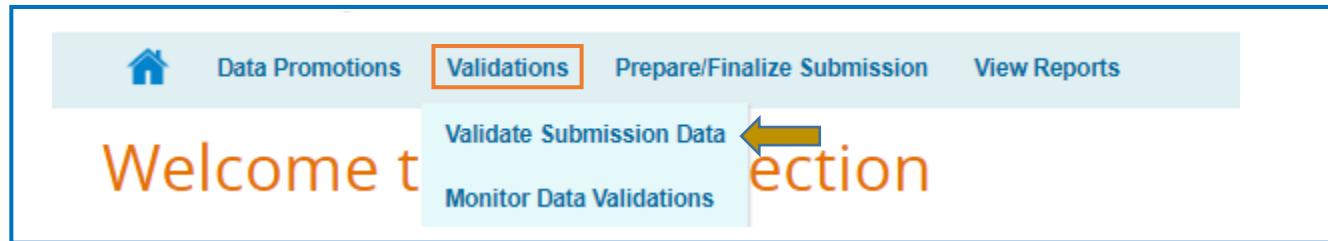
Data Promotion Name	Submission	Scheduled By	Scheduled At	Status	Error Report
Test SM	WNTR	Shabana.Momin	08/14/2024 01:24 PM	COMPLETED WITH ERRORS	View

Upward arrows point to the 'Test SM' row and the 'View' link in the 'Error Report' column.

12. Evaluate each error:

- Make corrections in your local source system.
 - If additional support is needed, submit a TIMS ticket for assistance.
- 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 also 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 confirm your data validation.

Home » Confirm Data Validation

Confirm Data Validation

School Year: 2024-2025
Collection: CLASS ROSTER
Organization: TRAINING4 ISD
Data Validation Name: Test SM

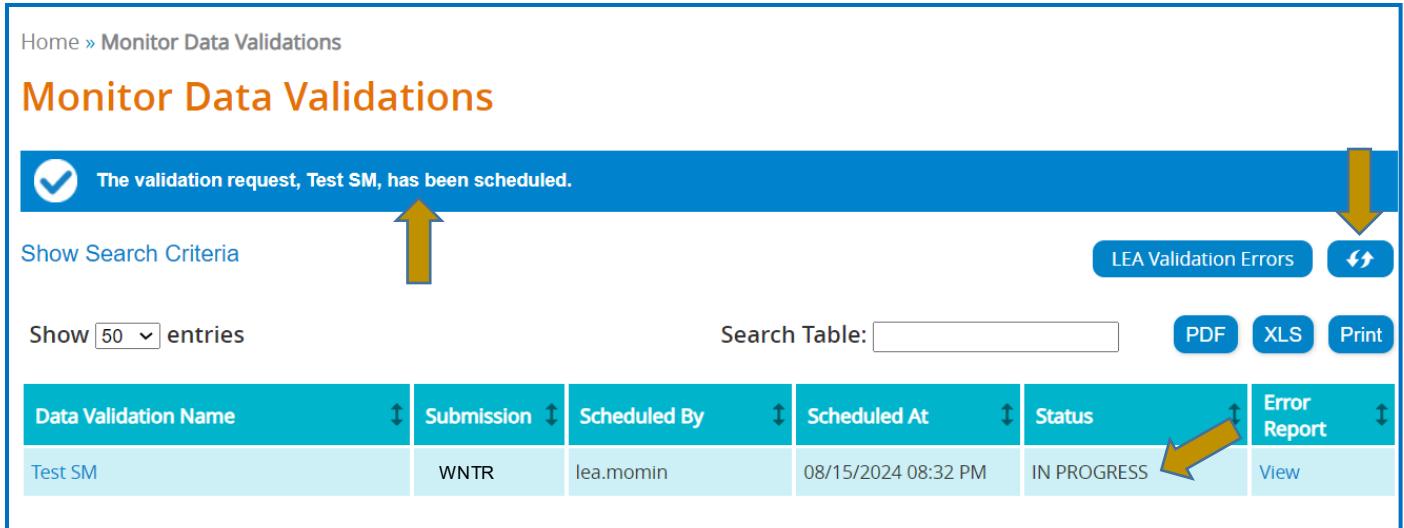
Summary of Selected Category List

Organization Name	Categories/Subcategories
TRAINING4 ISD	Campus Course Section/Course Section Education Organization/Campus Education Organization/Local Education Agency Staff/Staff Association Staff/Staff Basic Information Staff/Teacher Class Assignment  Student/Enrollment (School Association) Student/Student Basic Information Student/Student Section



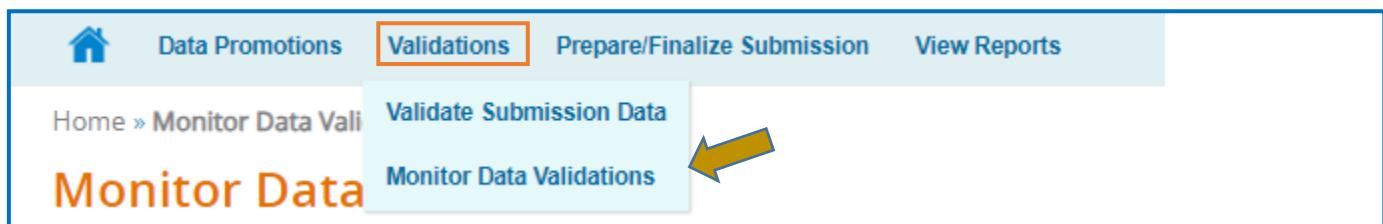
15. Near the top of the next screen, you will see a confirmation message. Click the **Refresh Button** ().

- 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 make corrections.



The screenshot shows the 'Monitor Data Validations' page. At the top, a blue banner displays a checkmark icon and the text 'The validation request, Test SM, has been scheduled.' Below the banner, there is a message box with a blue arrow pointing up to it. The main content area includes a search bar with 'Show Search Criteria' and a search table with columns for 'Data Validation Name', 'Submission', 'Scheduled By', 'Scheduled At', 'Status', and 'Error Report'. The table has one row: 'Test SM' (Submission: WNTR, Scheduled By: lea.momin, Scheduled At: 08/15/2024 08:32 PM, Status: IN PROGRESS, Error Report: View). At the bottom right of the page are buttons for 'LEA Validation Errors', 'PDF', 'XLS', and 'Print'.

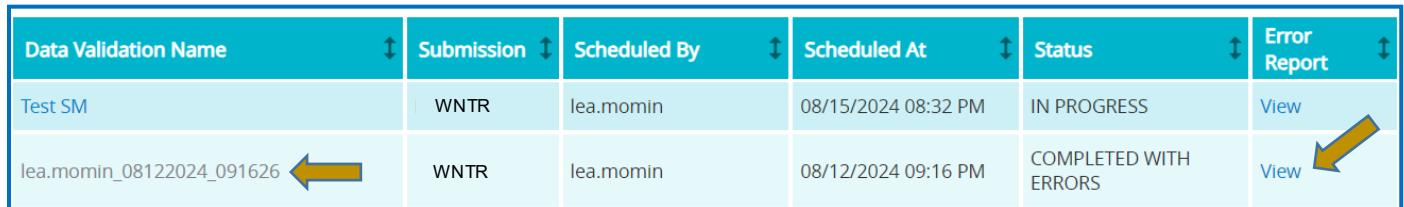
16. On the home screen, hover over “Validations” and click **Monitor Data Validations**.



The screenshot shows the home screen with a navigation bar. The 'Validations' menu item is highlighted with an orange box. Below the navigation bar, there is a 'Monitor Data' section with a blue arrow pointing to the 'Monitor Data Validations' link.

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.



The screenshot shows a table of validation requests. The table has columns for 'Data Validation Name', 'Submission', 'Scheduled By', 'Scheduled At', 'Status', and 'Error Report'. The table has two rows: 'Test SM' (Status: IN PROGRESS, Error Report: View) and 'lea.momin_08122024_091626' (Status: COMPLETED WITH ERRORS, Error Report: View). A blue arrow points to the 'View' link in the 'Error Report' column for the second row.

Data Validation Name	Submission	Scheduled By	Scheduled At	Status	Error Report
Test SM	WNTR	lea.momin	08/15/2024 08:32 PM	IN PROGRESS	View
lea.momin_08122024_091626	WNTR	lea.momin	08/12/2024 09:16 PM	COMPLETED WITH ERRORS	View

18. Evaluate each error, make corrections to data in your local source system to resolve all Fatal, and closely review all Special Warnings and Warnings to determine accuracy.

- After the 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 all reports and verify the data to ensure completeness and accuracy of your data.)



20. Select the report and click the **Run Icon** (C). (The Class Roster reports are only available in PDF format.)

- Set the report parameters.
- Click **Run**.

The 'View Reports' page displays a table of reports. The columns are: Help, Report # (with a sort arrow), Report Name (with a sort arrow), XLS, PDF, and CSV. Each report row has a 'Run' icon (a blue circle with a white 'C') in the XLS column. A yellow arrow points to the 'Run' icon for the first report, 'Student Class Roster'.

Help	Report #	Report Name	XLS		PDF		CSV	
			Status	Run	Status	Run	Status	Run
?	CLS2-100-001	Student Class Roster					C	←
?	CLS2-100-002	Student Class Schedule					C	
?	CLS2-100-003	Staff Class Assignment Report					C	
?	CLS2-100-004	Teacher Class Summary					C	
?	CLS2-100-005	Staff Roster					C	
?	CLS2-100-006	Submission Summary Report					C	
?	CLS2-100-007	Teacher Incentive Allotment Designated Staff					C	

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.

Help	Report # 	Report Name	XLS		PDF		CSV	
			Status	Run	Status	Run	Status	Run
	CLS2-100-001	Student Class Roster		 DOWNLOAD				
	CLS2-100-002	Student Class Schedule		 IN PROGRESS				
	CLS2-100-003	Staff Class Assignment Report						
	CLS2-100-004	Teacher Class Summary						
	CLS2-100-005	Staff Roster						
	CLS2-100-006	Submission Summary Report						
	CLS2-100-007	Teacher Incentive Allotment Designated Staff						

22. Verify the data on each Class Roster report.

- If omissions or incorrect data are found on reports, make the corrections in your local software system.
- After the data is republished to the IODS, complete steps 1-22 again.

23. 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.



24. 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.

Prepare / Finalize Submission

LEA Overview

Organization Data Status: **VALIDATED**

Organization Name: **TRAINING4 ISD**

Organization ID: **701680**

School Year: **2024-2025**

Collection: **CLASS ROSTER**

Submission: **WNTR**

Submission Instance: **Single**

Submission Instance: **Single**

Total Fatal Errors: **0**

Total Subcategories Promoted: **9** 

Total Subcategories Validated: **9**

[Complete](#)

[Reset](#)

- Verify the record counts for each category/subcategory. Review again the remaining special warnings and warnings by clicking **View** in the “Error Report” column.

Category ↑	Subcategory ↑	Last Promoted on	Promoted By	Records ↓	Error Report ↑	F ↑	SW ↓	W ↓	Data Status ↓
Campus Course Section	Course Section	08/21/2024 03:20 PM	lea.momin	6 	View 	0	0	0	VALIDATED
Education Organization	Campus	08/21/2024 03:21 PM	lea.momin	3					PROMOTED
Education Organization	Local Education Agency	08/21/2024 03:21 PM	lea.momin	1	View	0	0	0	VALIDATED
Staff	Staff Association	08/21/2024 03:21 PM	lea.momin	25					PROMOTED
Staff	Staff Basic Information	08/21/2024 03:21 PM	lea.momin	40	View	51	0	0	VALIDATED
Staff	Teacher Class Assignment	08/21/2024 03:20 PM	lea.momin	7					PROMOTED
Student	Enrollment (School Association)	08/21/2024 03:21 PM	lea.momin	41	View	0	0	0	VALIDATED
Student	Student Basic Information	08/21/2024 03:21 PM	lea.momin	42	View	1	0	0	VALIDATED
Student	Student Section	08/21/2024 03:20 PM	lea.momin	42	View	1	0	0	VALIDATED

- When you are confident that the data is accurate and complete, click **Complete**. The Class Roster Winter Submission will be validated once again, and if no fatal errors appear, the submission will be finalized.

Prepare / Finalize Submission

LEA Overview

Organization Data Status:	VALIDATED
Organization Name:	TRAINING4 ISD
Organization ID:	701680
School Year:	2024-2025
Collection:	CLASS ROSTER
Submission:	WNTR
Submission Instance:	Single
Submission Instance:	Single
Total Fatal Errors:	0
Total Subcategories Promoted:	9
Total Subcategories Validated:	9

Complete

Reset



25. If you find errors or omissions prior to the submission deadline (the last Thursday in March), 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 complete steps 1-24 again.

Prepare / Finalize Submission

LEA Overview

Organization Data Status:	VALIDATED
Organization Name:	TRAINING4 ISD
Organization ID:	701680
School Year:	2024-2025
Collection:	CLASS ROSTER
Submission:	WNTR
Submission Instance:	Single
Submission Instance:	Single
Total Fatal Errors:	55
Total Subcategories Promoted:	9
Total Subcategories Validated:	9

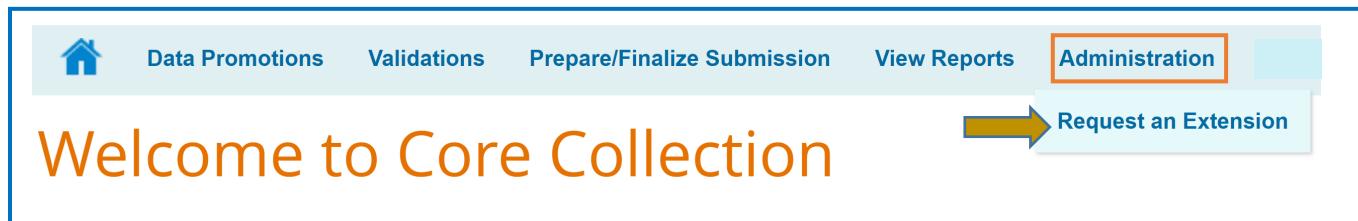
Complete

Reset



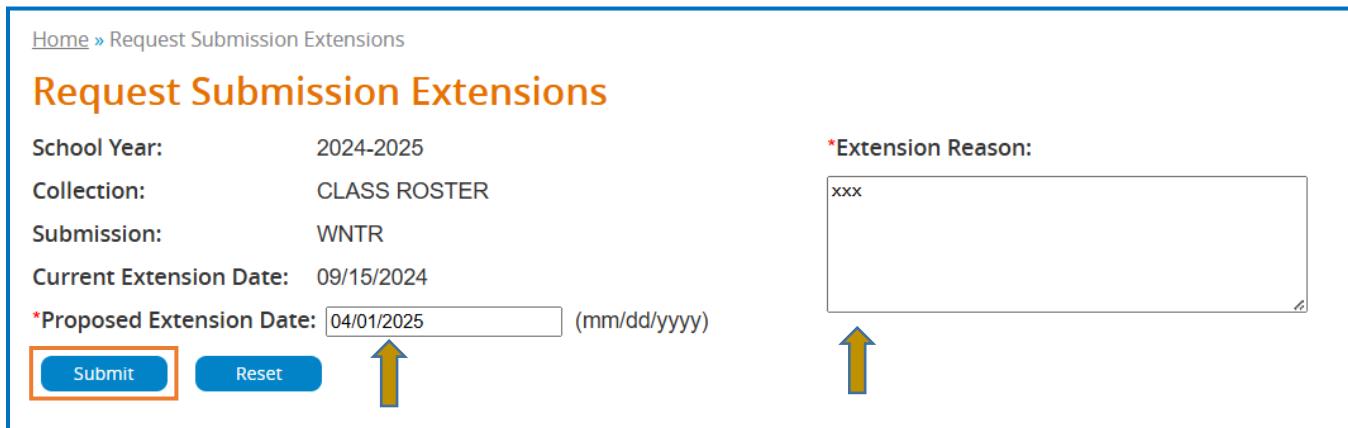
26. If the LEA determines an extension is needed, the Superintendent or their designee who has the TEAL Approver role can request an extension.

- The Superintendent or their designee will log in as the TEAL Approver.
- Navigate to the CR Winter Submission in the Core Collection Application.
- Hover over the Administration tab and click **Request an Extension**.



The screenshot shows the Core Collection application interface. At the top, there is a navigation bar with links: Home, Data Promotions, Validations, Prepare/Finalize Submission, View Reports, Administration, and a yellow 'Request an Extension' button. The 'Administration' link is highlighted with a red box. Below the navigation bar, the text 'Welcome to Core Collection' is displayed in orange. A yellow arrow points from the 'Request an Extension' button to the text 'Request an Extension'.

- On the next screen, enter the Proposed 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 Education Service Center (ESC).



The screenshot shows the 'Request Submission Extensions' form. It includes fields for School Year (2024-2025), Collection (CLASS ROSTER), Submission (WNTR), Current Extension Date (09/15/2024), and Proposed Extension Date (04/01/2025). The 'Proposed Extension Date' field is highlighted with a red box and has a yellow arrow pointing to it. The 'Submit' button is also highlighted with a red box. To the right, there is a field for Extension Reason with the text 'xxx' and a yellow arrow pointing to it.

Home » Request Submission Extensions

Request Submission Extensions

School Year: 2024-2025

Collection: CLASS ROSTER

Submission: WNTR

Current Extension Date: 09/15/2024

*Proposed Extension Date: (mm/dd/yyyy)

Submit **Reset**

*Extension Reason:
xxx