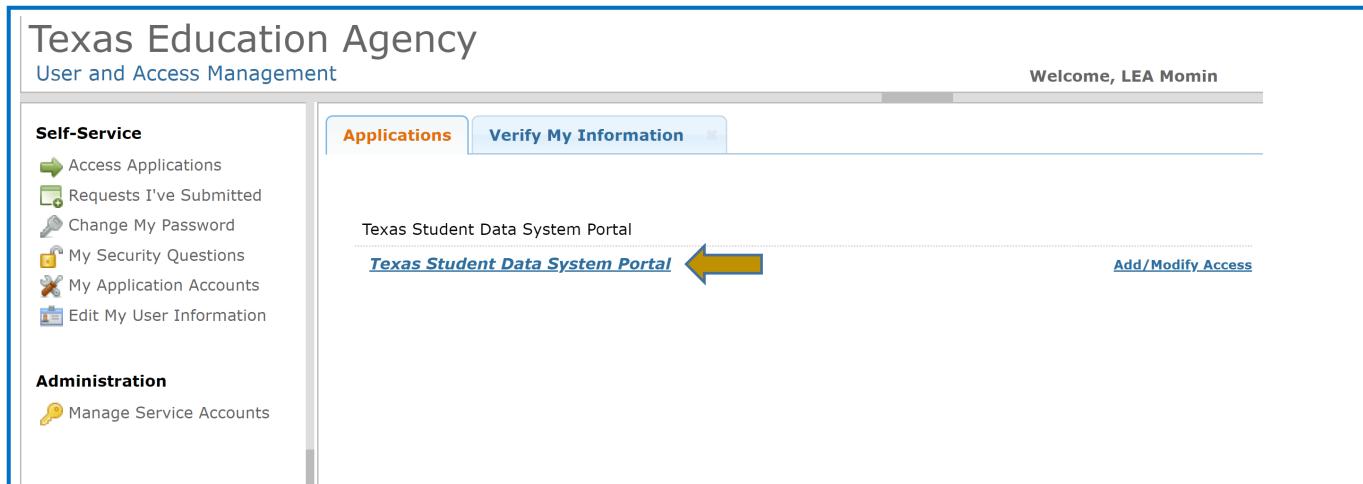


**Target Audience:** Local Education Agency (LEA) staff who will be submitting data for ECDS Kindergarten (KG) and Prekindergarten (PK) Submissions.

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

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



Texas Education Agency  
User and Access Management

Welcome, LEA Momin

**Self-Service**

- Access Applications
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My User Information

**Administration**

- Manage Service Accounts

Applications Verify My Information

Texas Student Data System Portal

[Texas Student Data System Portal](#)

Add/Modify Access

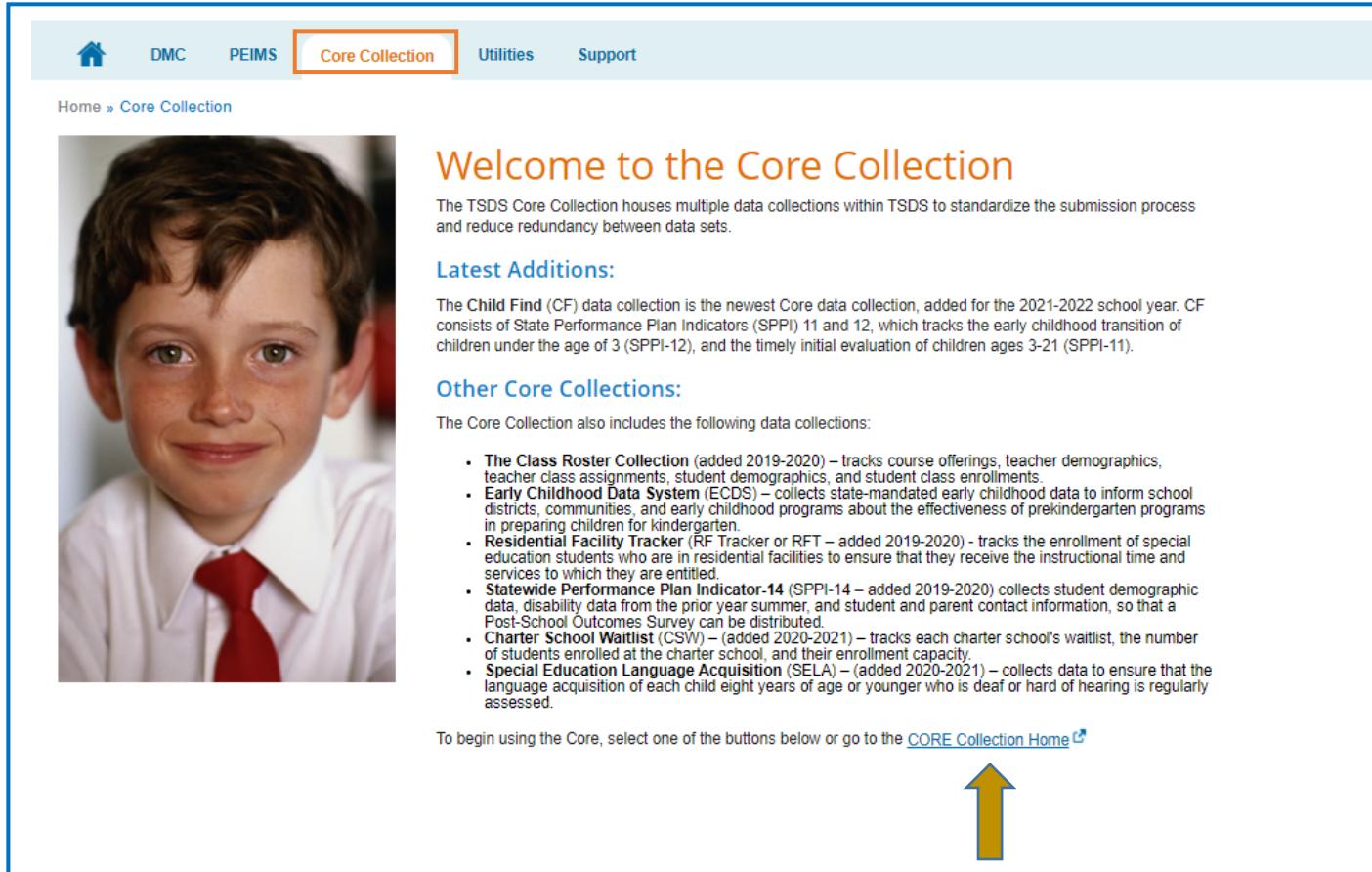
2. Click on **Core Collection** in the menu bar near the top.



tsds

Unique ID DMC PEIMS Core Collection Utilities Support

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:

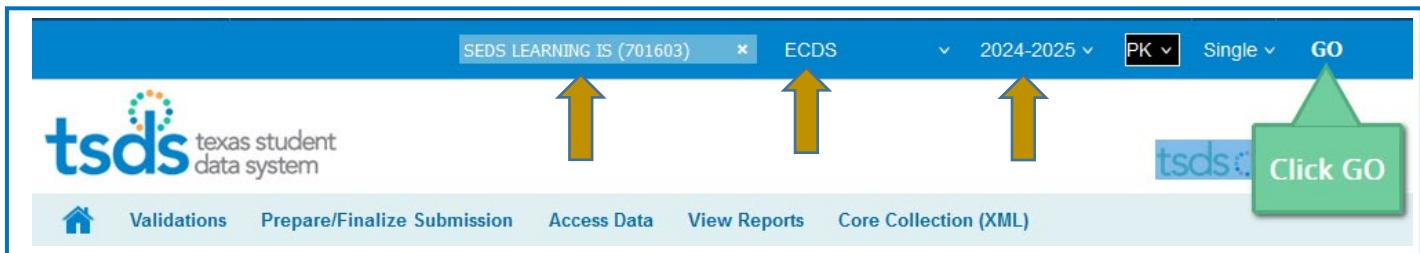
The Core Collection also includes the following data collections:

- 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](#).

**NOTE:** The process for completing the ECDS KG or PK submission is identical, follow the same steps for both submissions. The only differences will be in the categories, subcategories and reports specific to each submission.

4. In the menu bar at the top verify that your LEA is selected. Select “ECDS” and the current school year, select the “KG” or “PK” submission, and “Single” will be auto selected. Click **GO**.

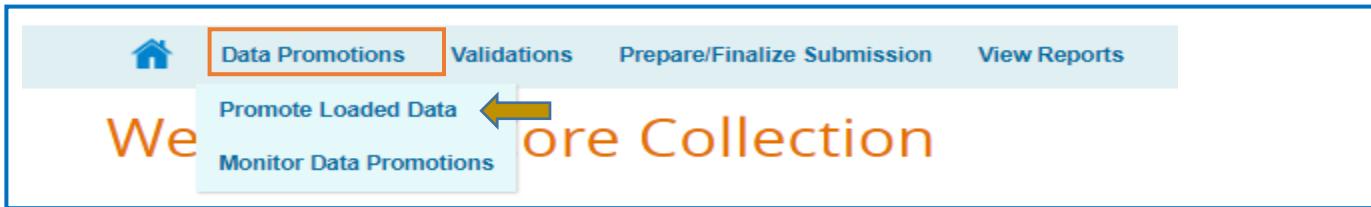


SEDS LEARNING IS (701603)  ECDS  2024-2025  PK  Single  **GO**

**tsds** texas student data system

**Validations** **Prepare/Finalize Submission** **Access Data** **View Reports** **Core Collection (XML)**

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' screen. The 'Categories' dropdown is set to 'All Categories' (highlighted with a yellow arrow). The 'Subcategories' section is empty. On the right, a list of subcategory names is shown: Assessment, Campus Course Section, Education Organization, Staff, and Student. Below the subcategory list are four buttons: Add, Add All, Remove, and Remove All. At the bottom, there is a 'Data Promotion Name' input field containing 'Data Promotion Name:' and two buttons: 'Next' and 'Reset'.

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' screen. The 'Categories' dropdown is set to 'All Categories'. The 'Subcategories' section is empty. On the right, the 'Subcategories Selected' list contains 'All Categories'. Below the list are four buttons: Add, Add All, Remove, and Remove All. At the bottom, the 'Data Promotion Name' input field contains 'Test Promotion' (highlighted with a yellow arrow). Two arrows point upwards from the 'Data Promotion Name' field towards the 'Next' button. The 'Next' and 'Reset' buttons are at the bottom.

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

## Confirm Data Promotion

School Year: 2024-2025

Collection: ECDS

Organization: Training ISD 3

Data Promotion Name: Test SM

### Summary of Selected Category List

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

 Submit

Back

Cancel



9. 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 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 

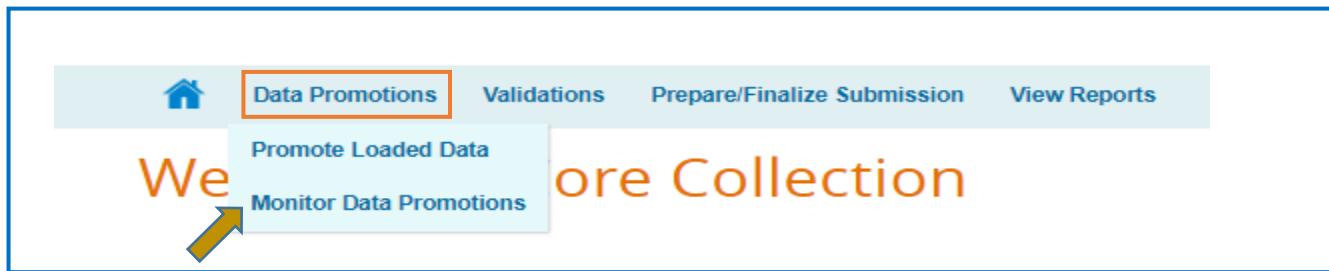
Show 50 entries

Search Table:  

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

Data Promotion Name	Submission	Scheduled By	Scheduled At	Status	Error Report
Test SM	KG	Shabana.Momin	08/14/2024 01:24 PM	IN PROGRESS 	<a href="#">View</a>

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



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

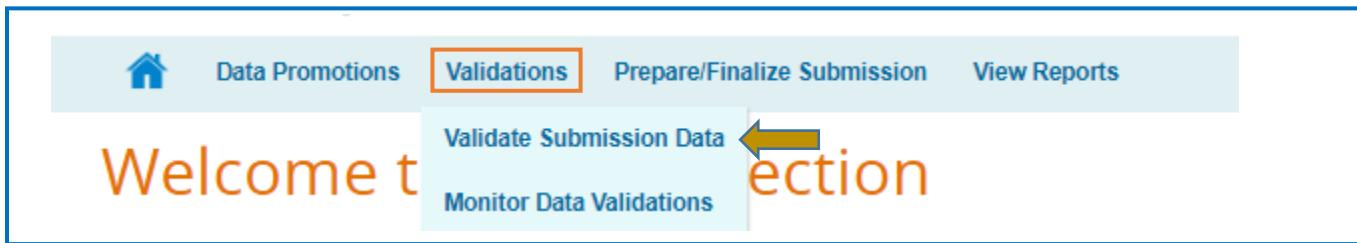
- Click **View** in the “Error Report” column to view errors, or
- Click on the **Data Promotion Name** to view errors by category and subcategory.

Data Promotion Name	Submission	Scheduled By	Scheduled At	Status	Error Report
Test SM	KG	Shabana.Momin	08/14/2024 01:24 PM	COMPLETED WITH ERRORS	<a href="#">View</a> 

12. Evaluate each error:

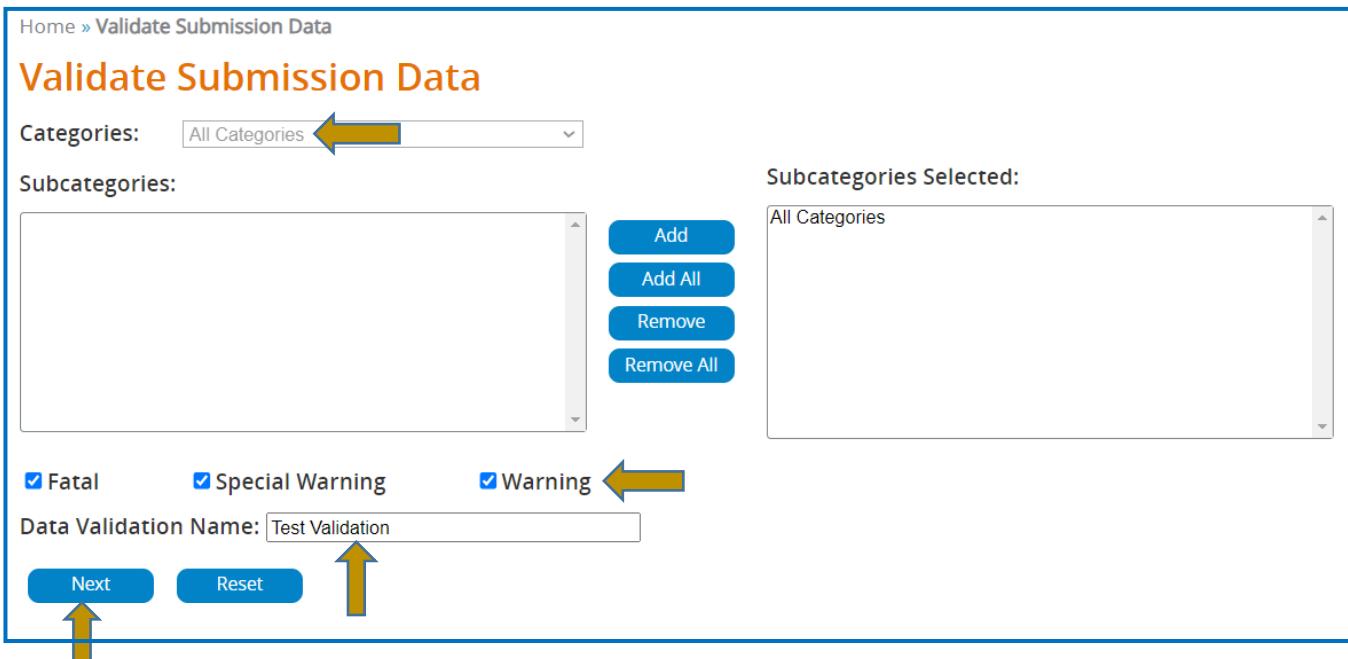
- Make corrections in your local source system.
  - If additional support is needed, submit a TIMS ticket for ESC support.
- After the data has been republished to the IODS, complete the promotion steps 1-11.

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**: Fatal and Special 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:

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.

## Confirm Data Validation

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

### Summary of Selected Category List

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





15. After clicking Submit in the above steps, 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 on the top in 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.

## Monitor Data Validations



The validation request, Test SM, has been scheduled.





Show 50  entries

Search Table:





Data Validation Name	Submission	Scheduled By	Scheduled At	Status	Error Report
Test SM	KG	lea.momin	08/15/2024 08:32 PM	IN PROGRESS	

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

Home » Monitor Data Validations

**Monitor Data**

Validations    Prepare/Finalize Submission    View Reports

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
Test SM	KG	lea.momin	08/15/2024 08:32 PM	IN PROGRESS	<a href="#">View</a>
lea.momin_08122024_091626	KG	lea.momin	08/12/2024 09:16 PM	COMPLETED WITH ERRORS	<a href="#">View</a>

18. Evaluate each error, make corrections to all **Fatals** 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 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.)

Data Promotions    Validations    Prepare/Finalize Submission    **View Reports**

20. Select the report and click the **Run Icon** (  ).

- Set the report parameters.

- Click **Run**.

## View Reports

Help	Report #	Report Name	XLS		PDF		CSV	
			Status	Run	Status	Run	Status	Run
?	ECD0-000-001	Early Childhood Assessment Completion					C	↗
?	ECD0-000-002	Early Childhood Assessment Summary					C	
?	ECD0-000-004	Early Childhood KG Data Submission					C	C
?	ECD0-000-005	Early Childhood Incomplete Assessment Data					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
?	ECD0-000-001	Early Childhood Assessment Completion			IN PROGRESS		↗	
?	ECD0-000-002	Early Childhood Assessment Summary			DOWNLOAD	C		
?	ECD0-000-004	Early Childhood KG Data Submission			DOWNLOAD	C		C
?	ECD0-000-005	Early Childhood Incomplete Assessment Data			DOWNLOAD	C		

22. Verify the data on each ECDS KG and PK 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 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:	ECDS
Submission:	KG
Submission Instance:	Single
Submission Instance:	Single
Total Fatal Errors:	29
Total Subcategories Promoted:	10
Total Subcategories Validated:	10

**Basic Subcategories**

Complete      Reset



- 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 ↓
Campus Course Section	Course Section	08/12/2024 03:39 PM	lea.momin	6 	<a href="#">View</a> 	0	0	0	VALIDATED
Education Organization	Campus	08/12/2024 03:39 PM	lea.momin	3	<a href="#">View</a>	0	0	0	VALIDATED
Education Organization	Local Education Agency	08/12/2024 03:39 PM	lea.momin	1	<a href="#">View</a>	0	0	0	VALIDATED
Staff	Staff Basic Information	08/12/2024 03:39 PM	lea.momin	23	<a href="#">View</a>	0	0	0	VALIDATED
Staff	Teacher Class Assignment	08/12/2024 03:39 PM	lea.momin	33	<a href="#">View</a>	0	1	0	VALIDATED
Student	Enrollment (School Association)	08/12/2024 03:39 PM	lea.momin	7	<a href="#">View</a>	6	1	0	VALIDATED
Student	Student Basic Information	08/12/2024 03:39 PM	lea.momin	8	<a href="#">View</a>	1	1	0	VALIDATED
Student	Student Section	08/12/2024 03:39 PM	lea.momin	17	<a href="#">View</a>	0	0	0	VALIDATED

## Assessment Subcategories

[Hide Assessment Subcategories](#)

Show  entries

Search:

[PDF](#)

[XLS](#)

[Print](#)

Category ↑	Subcategory ↑	Last Promoted on	Promoted By	Records ↓	Error Report	F ↓	SW ↓	W ↓	Data Status ↓
Assessment	Assessment Metadata	08/12/2024 03:39 PM	lea.momin	14	<a href="#">View</a>	0	0	0	VALIDATED
Student	Student Assessment	08/12/2024 03:39 PM	lea.momin	29	<a href="#">View</a>	22	0	0	VALIDATED

- When you are confident that the data is accurate and complete, click **Complete**. The ECDS Submission will be validated once again, and if no fatals 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:	ECDS
Submission:	KG
Submission Instance:	Single
Submission Instance:	Single
Total Fatal Errors:	0
Total Subcategories Promoted:	10
Total Subcategories Validated:	10

Complete

Reset



### Basic Subcategories

25. After you complete the ECDS KG and PK submissions if you find errors or omissions prior to the submission deadline (the last Thursday in January for the KG submission and last Thursday in June for the PK submission), 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:	TRAINING4 ISD
Organization ID:	701680
School Year:	2024-2025
Collection:	ECDS
Submission:	KG
Submission Instance:	Single
Submission Instance:	Single
Total Fatal Errors:	29
Total Subcategories Promoted:	10
Total Subcategories Validated:	10

Complete

Reset



### Basic Subcategories

26. 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 role.
- Navigate to the ECDS Submission in the Core Collection Application.
- Hover over the Administration tab and click **Request an Extension**.



- On the next screen, enter the Proposed Extension Date. This is 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).

