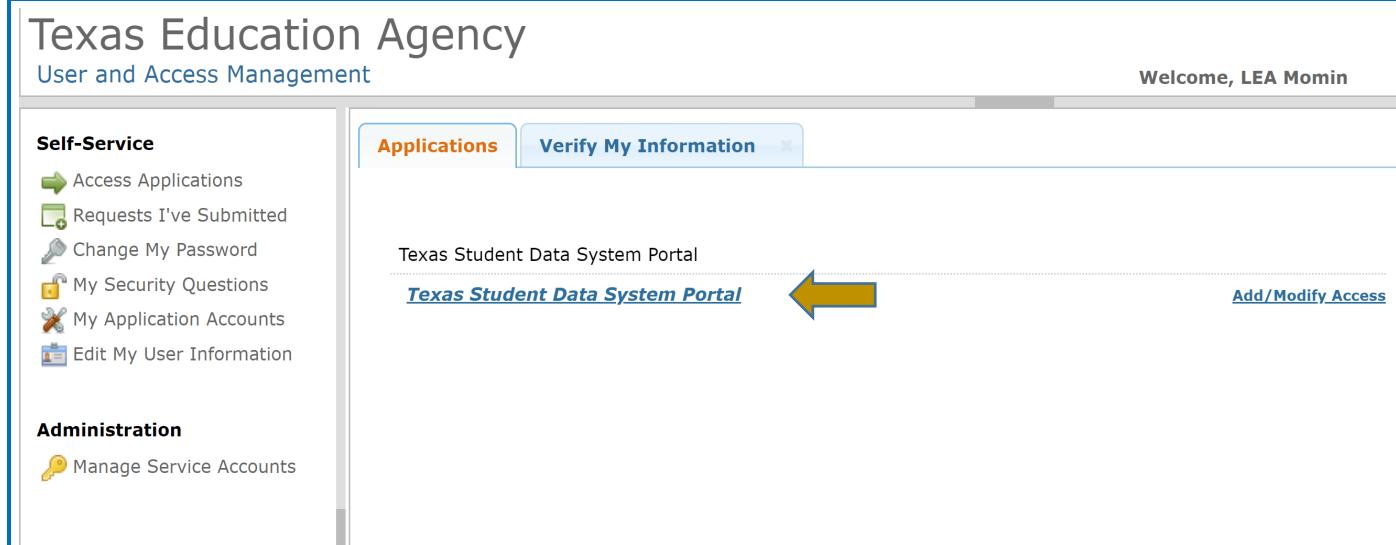


**Target Audience:** Local Education Agency (LEA) staff who will be submitting the Special Education Data System (SPEDS) Summer Submission.

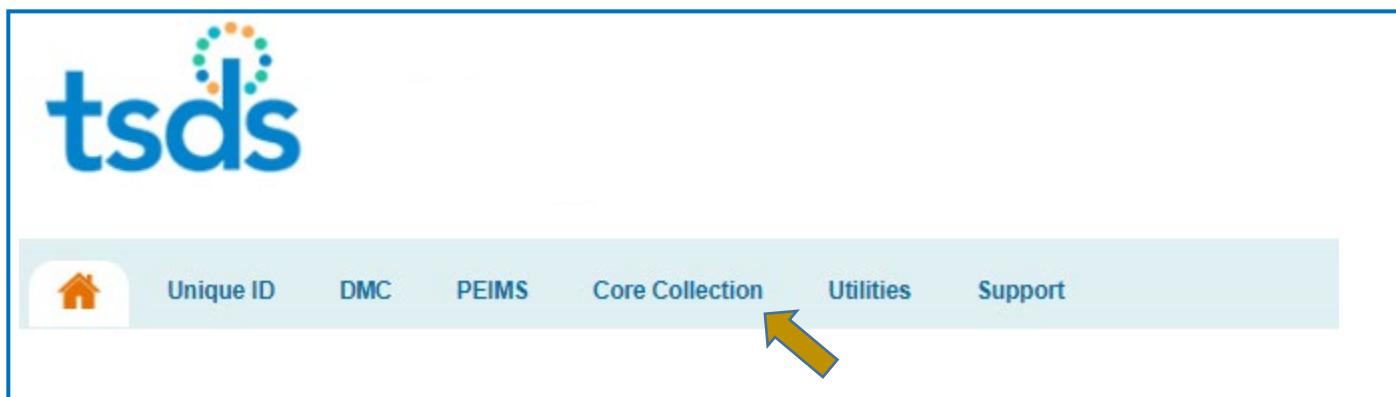
**Purpose:** This guide provides a list of steps for promoting and validating data for LEA personnel responsible for submitting SPEDS Summer data in TSDS.

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



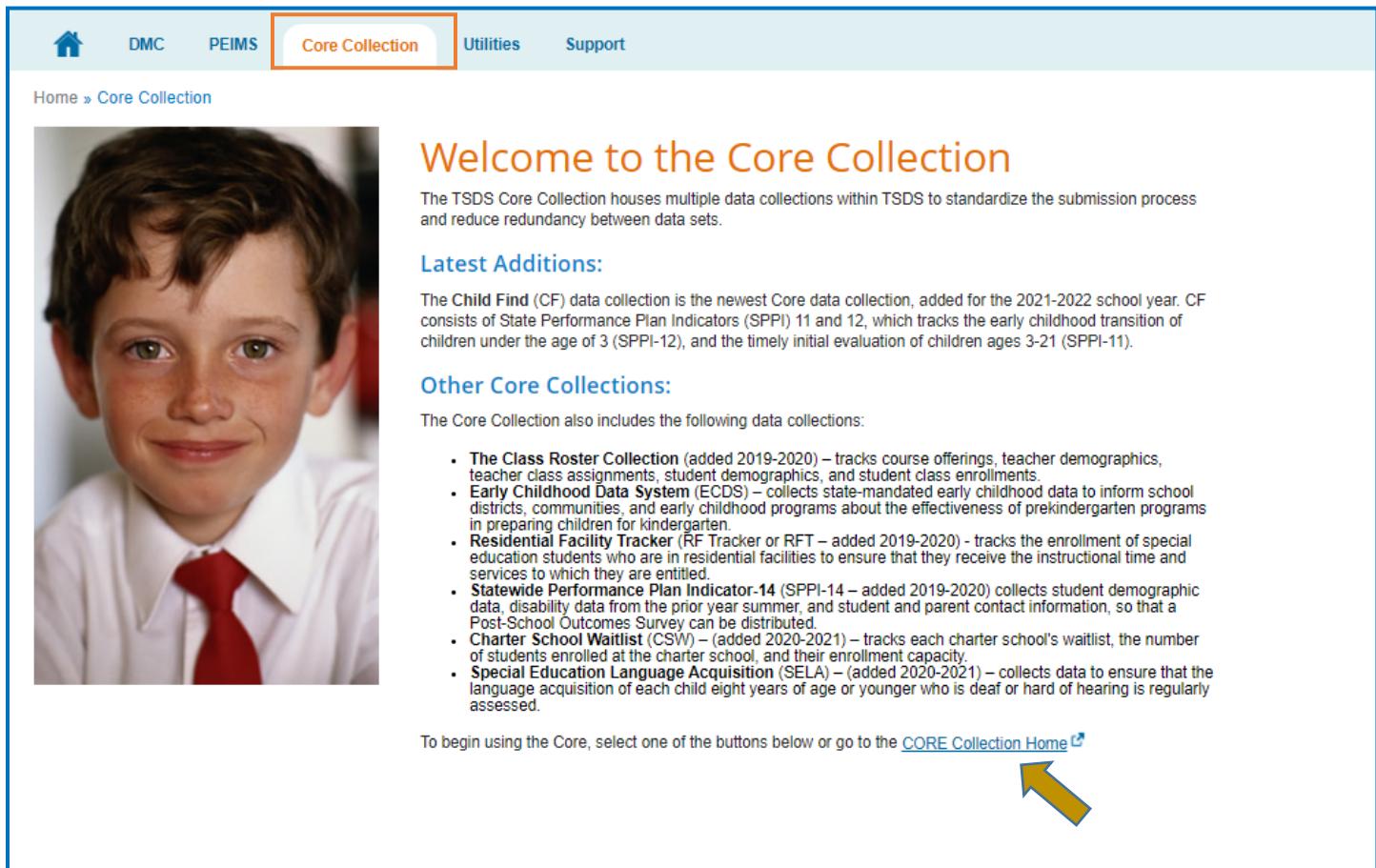
The screenshot shows the Texas Education Agency User and Access Management portal. The top navigation bar includes 'Welcome, LEA Momin'. On the left, there's a 'Self-Service' sidebar with links for Access Applications, Requests I've Submitted, Change My Password, My Security Questions, My Application Accounts, and Edit My User Information. Below that is an 'Administration' section with a Manage Service Accounts link. The main content area has tabs for 'Applications' (which is selected) and 'Verify My Information'. Below the tabs, it says 'Texas Student Data System Portal' and shows a link 'Texas Student Data System Portal' with a yellow arrow pointing to it. To the right of the link is 'Add/Modify Access'.

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



The screenshot shows the tsds (Texas Student Data System) homepage. At the top is the tsds logo. Below it is a navigation bar with links: Unique ID, DMC, PEIMS, Core Collection (which is highlighted with a yellow arrow), Utilities, and 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).

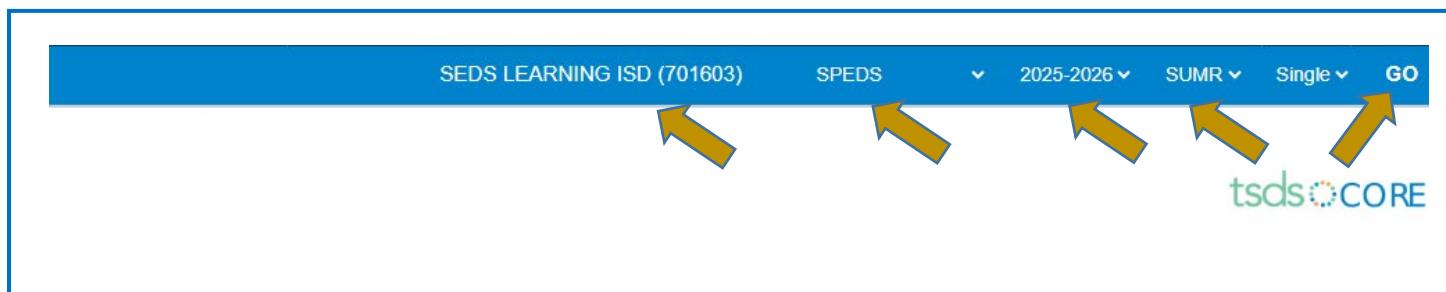
**Other Core Collections:**

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](#) 

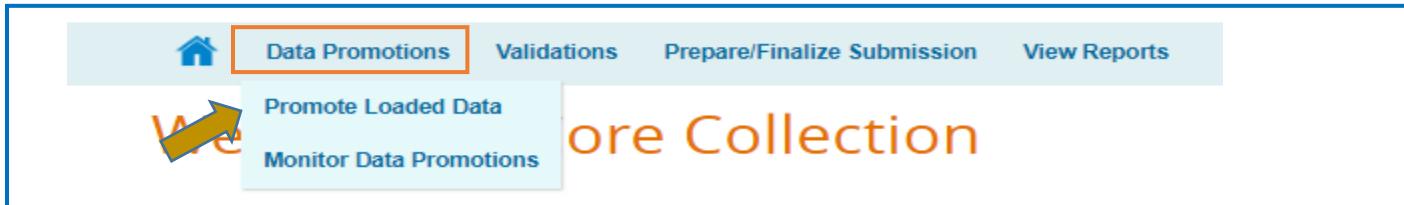
4. In the menu bar at the top verify that your LEA is selected; Select “SPEDS” and select the current school year; “SUMR” and “Single” will be auto selected. Click **GO**.



SEDS LEARNING ISD (701603) SPEDS 2025-2026 SUMR Single GO

tsds CORE

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 a configuration page titled 'Promote Loaded Data'. On the left, there are two dropdown menus: 'Categories' (set to 'Select') and 'Subcategories' (set to 'Select'). The 'Subcategories' dropdown is open, showing 'All Categories', 'Education Organization', and 'Student'. A yellow arrow points to the 'All Categories' option. To the right of these dropdowns are four buttons: 'Add', 'Add All', 'Remove', and 'Remove All'. Below the dropdowns is a text input field labeled 'Data Promotion Name' with a placeholder '(Required)'. At the bottom are 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**.

Home » Promote Loaded Data

## Promote Loaded Data

Categories:

Subcategories:

Add  
Add All  
Remove  
Remove All

Subcategories Selected:

All Categories

**Next** **Reset**

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:** 2025-2026

**Collection:** SPEDS

**Organization:** SEDS LEARNING ISD

**Data Promotion Name:** DD Test

**Summary of Selected Category List**

Organization Name	Categories/Subcategories
SEDS LEARNING ISD	Education Organization/Calendar Education Organization/Campus Education Organization/Local Education Agency Student/Enrollment (School Association) Student/Special Education Program Student/Student Basic Information

**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 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 Test**, has been scheduled.

Show Search Criteria 

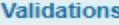
Show **50** entries 

Search Table:  

LEA Data Promotion Errors    

Data Promotion Name	Submission	Scheduled By	Scheduled At	Status	Error Report
DD Test	SUMR	deborah.deberry	12/03/2025 08:02 AM	IN PROGRESS	

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

 **Data Promotions**   

Promote Loaded Data 

We **Monitor Data Promotions** ore Collection 

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.

**Monitor Data Promotions**

Show Search Criteria 

Show **50** entries 

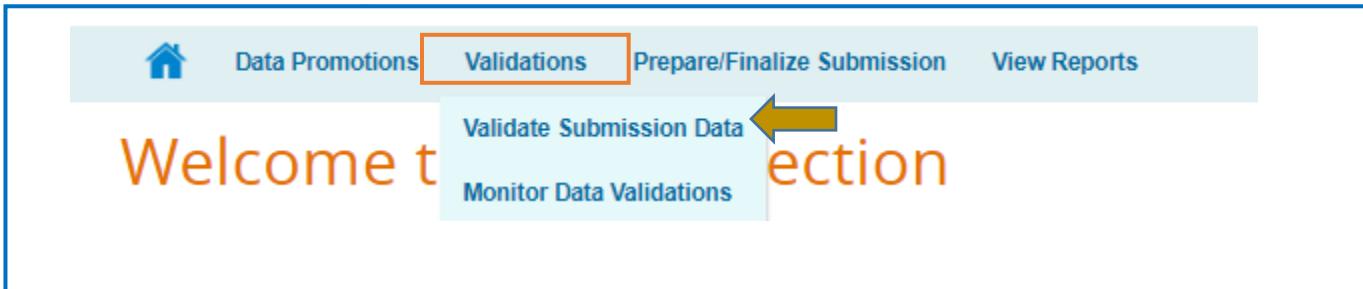
Search Table:     

Data Promotion Name	Submission	Scheduled By	Scheduled At	Status	Error Report
DD Test 	SUMR	deborah.deberry	11/04/2025 12:35 PM	COMPLETED WITH ERRORS	

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 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, and Warning).
- Enter the “Data Validation Name” that will be meaningful to you for this validation.
- Click **Next**.

The screenshot shows the 'Validate Submission Data' page. At the top, there is a 'Categories' dropdown set to 'Select' with an orange border. Below it is a 'Subcategories' list and a 'Subcategories Selected' list. To the right of the lists are four buttons: 'Add', 'Add All', 'Remove', and 'Remove All'. At the bottom, there are checkboxes for 'Fatal', 'Special Warning', and 'Warning', and an input field for 'Data Validation Name'. At the very bottom are 'Next' and 'Reset' buttons.

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

## Confirm Data Validation

School Year:	2025-2026
Collection:	SPEDS
Organization:	SEDS LEARNING ISD
Data Validation Name:	DD Test

Summary of Selected Category List

Organization Name	Categories/Subcategories
SEDS LEARNING ISD	Education Organization/Calendar Education Organization/Campus Education Organization/Local Education Agency Student/Enrollment (School Association) Student/Special Education Program Student/Student Basic Information

Back
Cancel

15. 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.

## Monitor Data Validations

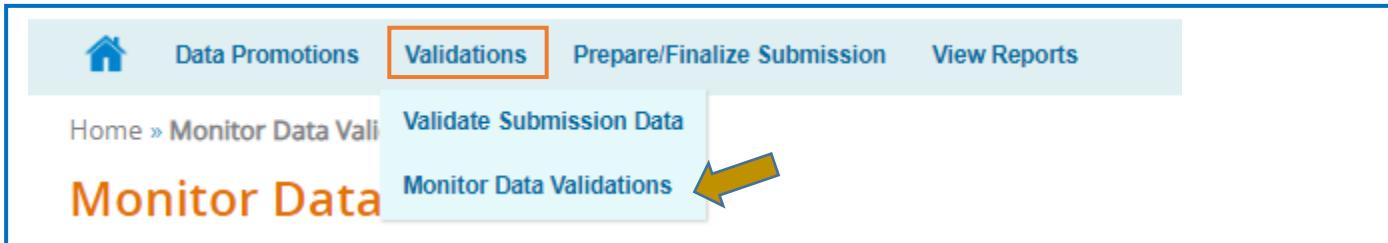
The validation request, DD Test, has been scheduled.

Show Search Criteria
LEA Validation Errors

Show 50 entries
Search Table: 
PDF
XLS
Print

Data Validation Name	Submission	Scheduled By	Scheduled At	Status	Error Report
DD Test	SUMR	deborah.deberry	11/04/2025 12:42 PM	IN PROGRESS	View

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



Home » Monitor Data Validations

**Monitor Data**

Validations

Prepare/Finalize Submission

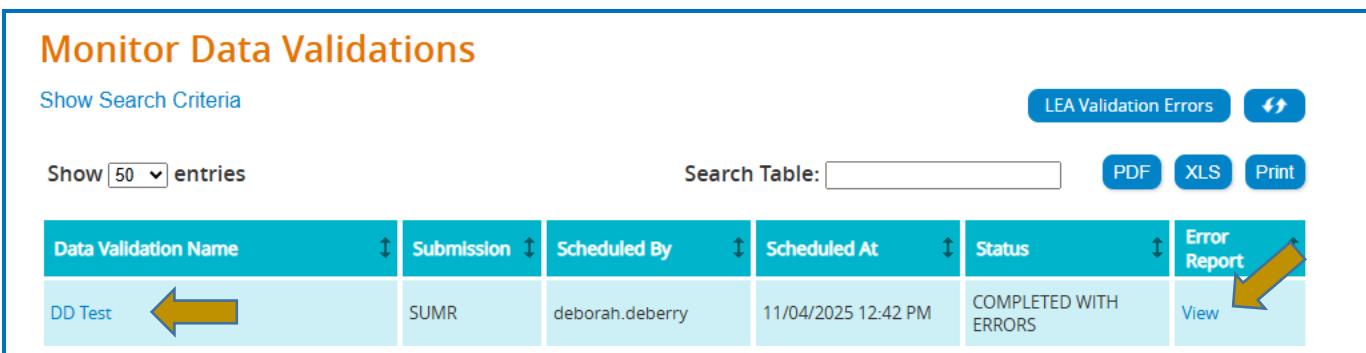
View Reports

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.



## Monitor Data Validations

Show Search Criteria

LEA Validation Errors

Show 50 entries

Search Table:

PDF XLS Print

Data Validation Name	Submission	Scheduled By	Scheduled At	Status	Error Report
DD Test	SUMR	deborah.deberry	11/04/2025 12:42 PM	COMPLETED WITH ERRORS	<a href="#">View</a>

18. Evaluate each error, make corrections to all Fatal in your local source system, and closely review all Special 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.)



Data Promotions

Validations

Prepare/Finalize Submission

**View Reports**

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

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

Help	Report # 	Report Name	XLS		PDF		CSV	
			Status	Run	Status	Run	Status	Run
	SPD0-107-001	SPPI-7 Preschool Outcomes Student Roster Report						
	SPD0-111-001	SPPI-11 Student Compliance Report						
	SPD0-111-002	SPPI-11 Aggregate Report						
	SPD0-111-003	SPPI-11 Calculations Report						
	SPD0-112-001	SPPI-12 Student Compliance Report						
	SPD0-112-002	SPPI-12 Aggregate Report						
	SPD0-113-001	SPPI-13 Secondary Transition Student Roster and Compliance Report						
	SPD0-113-002	SPPI-13 Secondary Transition Compliance Data Report						

21. The report will first show “IN PROGRESS” in the status column.

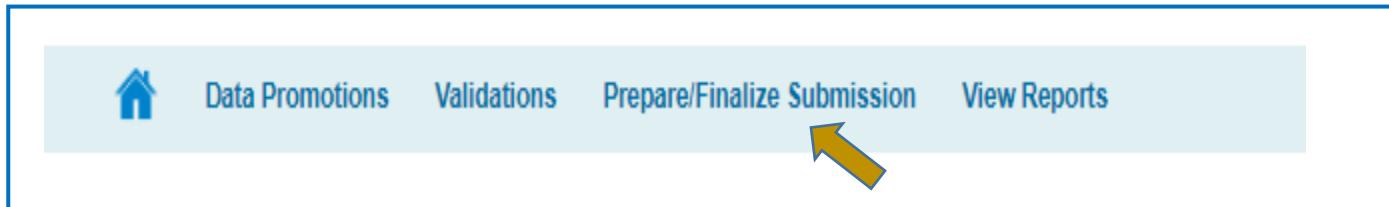
- Click the **Refresh Button** (  ).
- When the report has been generated the status will change to “DOWNLOAD”.
- Click **DOWNLOAD** to view the report.

Help	Report # 	Report Name	XLS		PDF		CSV	
			Status	Run	Status	Run	Status	Run
	SPD0-107-001	SPPI-7 Preschool Outcomes Student Roster Report						
	SPD0-111-001	SPPI-11 Student Compliance Report						
	SPD0-111-002	SPPI-11 Aggregate Report						
	SPD0-111-003	SPPI-11 Calculations Report						
	SPD0-112-001	SPPI-12 Student Compliance Report						
	SPD0-112-002	SPPI-12 Aggregate Report						
	SPD0-113-001	SPPI-13 Secondary Transition Student Roster and Compliance Report						
	SPD0-113-002	SPPI-13 Secondary Transition Compliance Data Report						

22. Verify the data on each SPEDS Summer 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. When all Fatal Errors have been corrected, 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 View**

Organization Data Status:	VALIDATED	Complete	Reset
Organization Name:	SEDS LEARNING ISD		
Organization ID:	701603		
School Year:	2025-2026		
Collection:	SPEDS		
Submission:	SUMR		
Submission Instance:	Single		
Submission Instance:	Single		
Total Fatal Errors:	0	Complete	Reset
Total Subcategories Promoted:	6		
Total Subcategories Validated:	6		

- 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	Calendar	11/04/2025 12:35 PM	deborah.deberry	1350	 View	0	0	0	VALIDATED
Education Organization	Campus	11/04/2025 12:35 PM	deborah.deberry	4	 View	0	0	0	VALIDATED
Education Organization	Local Education Agency	11/04/2025 12:35 PM	deborah.deberry	1	 View	0	0	0	VALIDATED
Student	Enrollment (School Association)	11/04/2025 12:35 PM	deborah.deberry	10	 View	0	0	0	VALIDATED
Student	Special Education Program	11/04/2025 12:35 PM	deborah.deberry	10	 View	29	1	0	VALIDATED
Student	Student Basic Information	11/04/2025 12:35 PM	deborah.deberry	10	 View	0	0	0	VALIDATED

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

## Prepare / Finalize Submission

### LEA View

Organization Data Status: **VALIDATED**  
 Organization Name: **SEDS LEARNING ISD**  
 Organization ID: **701603**  
 School Year: **2025-2026**  
 Collection: **SPEDS**  
 Submission: **SUMR**  
 Submission Instance: **Single**  
 Submission Instance: **Single**  
 Total Fatal Errors: **0**  
 Total Subcategories Promoted: **6**  
 Total Subcategories Validated: **6**


**Complete**

**Reset**

25. After you complete the SPEDS Summer Submission if you find errors or omissions prior to the submission deadline (late July) you can reset the submission and make corrections in your local source system.

- 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 View**

Organization Data Status:	VALIDATED
Organization Name:	SEDS LEARNING ISD
Organization ID:	701603
School Year:	2025-2026
Collection:	SPEDS
Submission:	SUMR
Submission Instance:	Single
Submission Instance:	Single
Total Fatal Errors:	0
Total Subcategories Promoted:	6
Total Subcategories Validated:	6

**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 Core LEA Data Approver.
- Navigate to the SPEDS Summer Submission in the Core Collection Application.
- Hover over the Administration tab and click **Request Collection Extension**.

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

Home » Prepare / Finalize Submission **Request an Extension**

- On the next screen, enter the 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 email within one day, follow up with your Education Service Center (ESC).

Home » Request Submission Extensions

## Request Submission Extensions

School Year: 2025-2026

Collection: SPEDS

Submission: SUMR

Close Date: 08/31/2026

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

\*Extension Reason:

**Submit** **Reset**

