Target Audience: Local Education Agency (LEA) staff who will be submitting the SPPI-14 Submission.
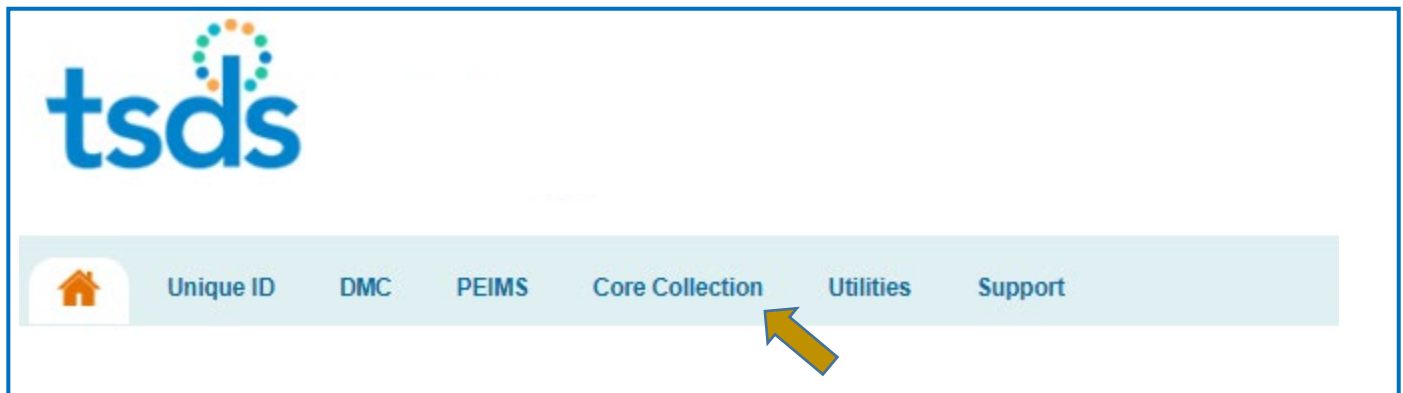
Purpose: This guide provides a list of steps for promoting and validating data for LEA personnel responsible for submitting SPPI-14 data in TSDS.

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 on **Core Collection Home**.

4. In the menu bar at the top verify that your LEA is selected; Select "SPPI-14" and the current school year; "YRLY" and "Single" will be auto selected. 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 also be promoted.

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

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

Confirm Data Promotion

School Year:	2024-2025
Collection:	SPPI-14
Organization:	Training1 ISD
Data Promotion Name:	DD 6/6/2024

Summary of Selected Category List

Organization Name	Categories/Subcategories
	Education Organization/Campus
	Education Organization/Local Education Agency
	Parent/Parent Basic Information
	Student/School Leaver
	Student/Special Education Program
	Student/Student Basic Information
	Student/Student Contact 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 6/6/2024, has been scheduled.

Show Search Criteria   [LEA Data Promotion Errors] ⟲

Show [50 ▾] entries   Search Table: [_____]   [PDF] [XLS] [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
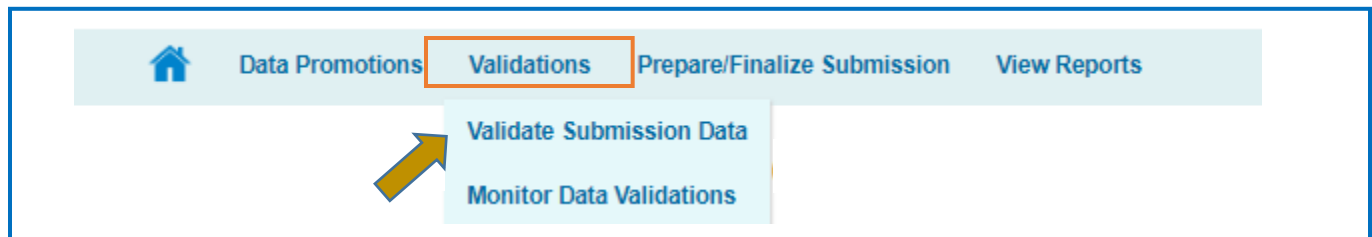   - Click on the **Data Promotion Name** to view errors by category and subcategory.

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 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**.

Version 1.0 – February 2025

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**.

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

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.

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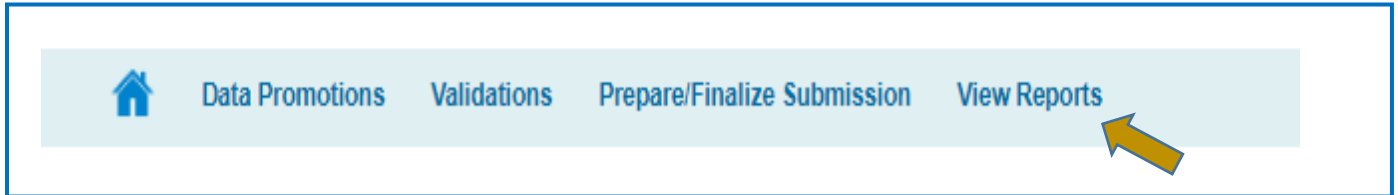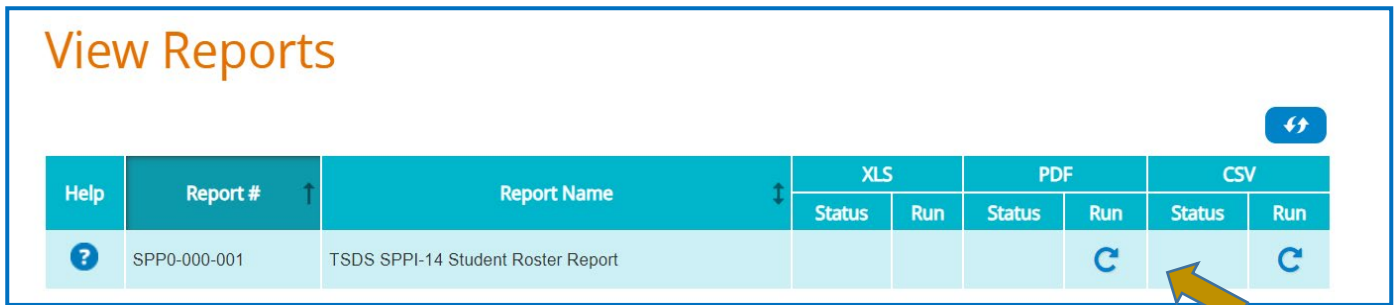

17. If the status changes to "COMPLETED WITH ERRORS":
   - Click **View** in the "Error Report" column to view errors, or
   - Click the **Data Validation Name** to view errors by category and subcategory.

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 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 the report carefully and verify the data to ensure completeness and accuracy of your data.)

20. Select the report and click the **Run Icon** (⟳). (The SPPI-14 report is available as a PDF and a CSV report.)
    - 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 SPPI-14 report.
- If omissions or incorrect data are found in the report, make the corrections in your local software system.
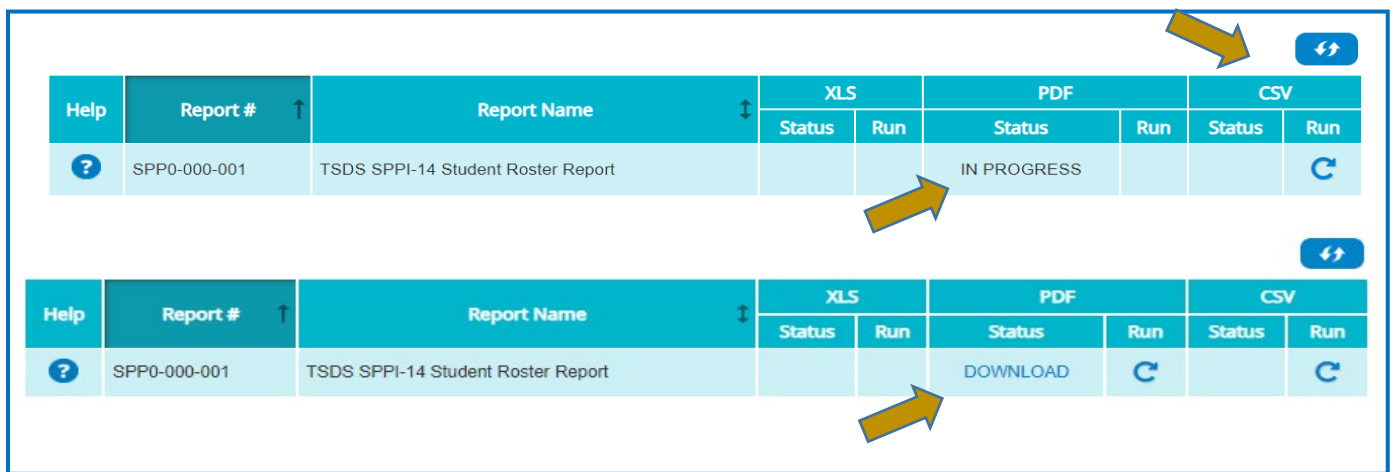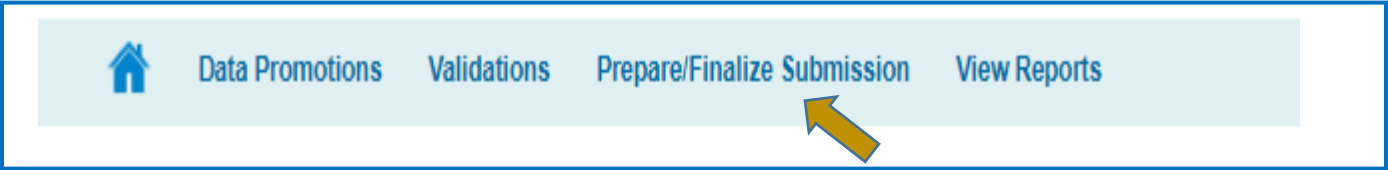- After the data is republished to the IODS, complete steps 1–22 again.

23. When all Fatal Errors have been corrected, 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.

- 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 SPPI-14 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:	TRAINING1 ISD
Organization ID:	701604
School Year:	2024-2025
Collection:	SPPI-14
Submission:	YRLY
Submission Instance:	Single
Submission Instance:	Single
Total Fatal Errors:	0
Total Subcategories Promoted:	7
Total Subcategories Validated:	7

Complete   Reset

25. After you complete the SPPI-14 Submission if you find errors or omissions prior to the deadline (the third Thursday in February), 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.
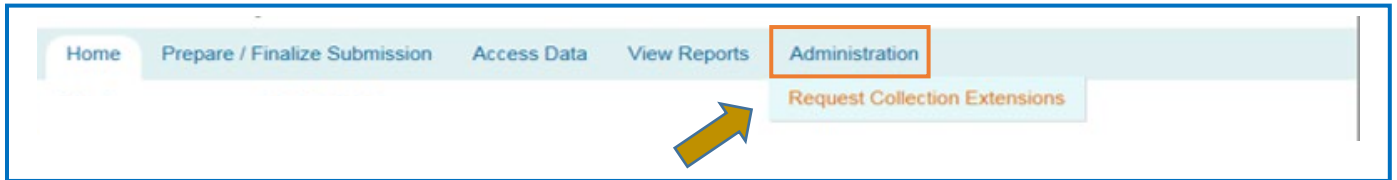
Prepare / Finalize Submission

LEA Overview

Organization Data Status:	VALIDATED
Organization Name:	TRAINING1 ISD
Organization ID:	701604
School Year:	2024-2025
Collection:	SPPI-14
Submission:	YRLY
Submission Instance:	Single
Submission Instance:	Single
Total Fatal Errors:	0
Total Subcategories Promoted:	7
Total Subcategories Validated:	7

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 SPPI-14 submission in the Core Collection Application.
- Hover over the Administration tab and click **Request Collection Extension**.

- 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 email within one day, follow up with your Education Service Center (ESC).