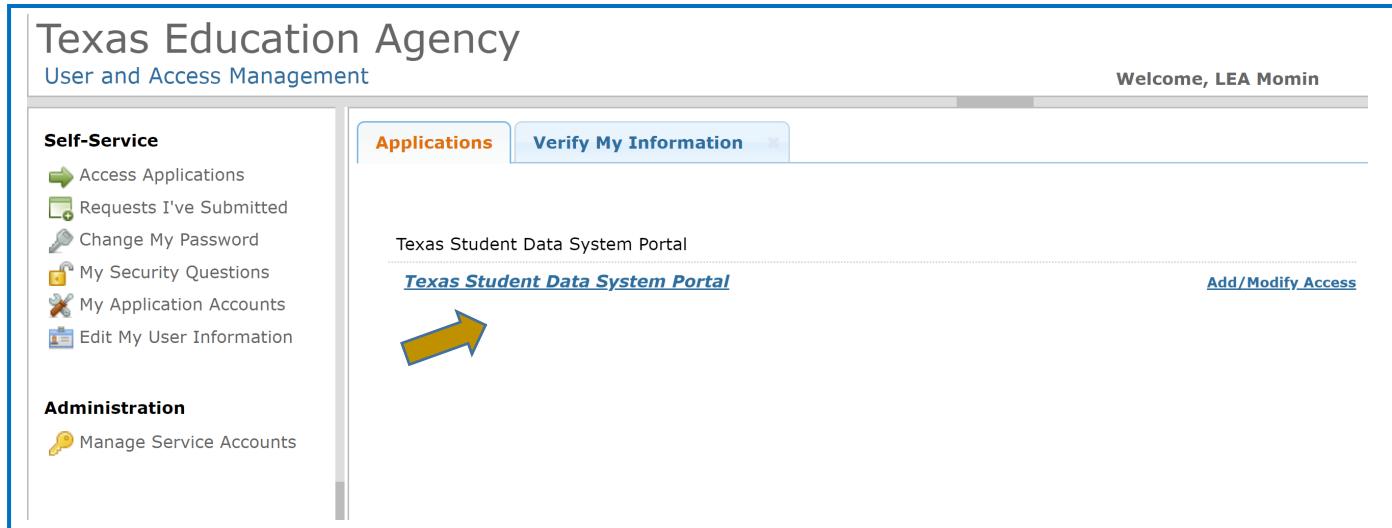


Target Audience: Local Education Agency (LEA) staff who will be submitting the SPPI-14 Submission.

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](#).



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](#)

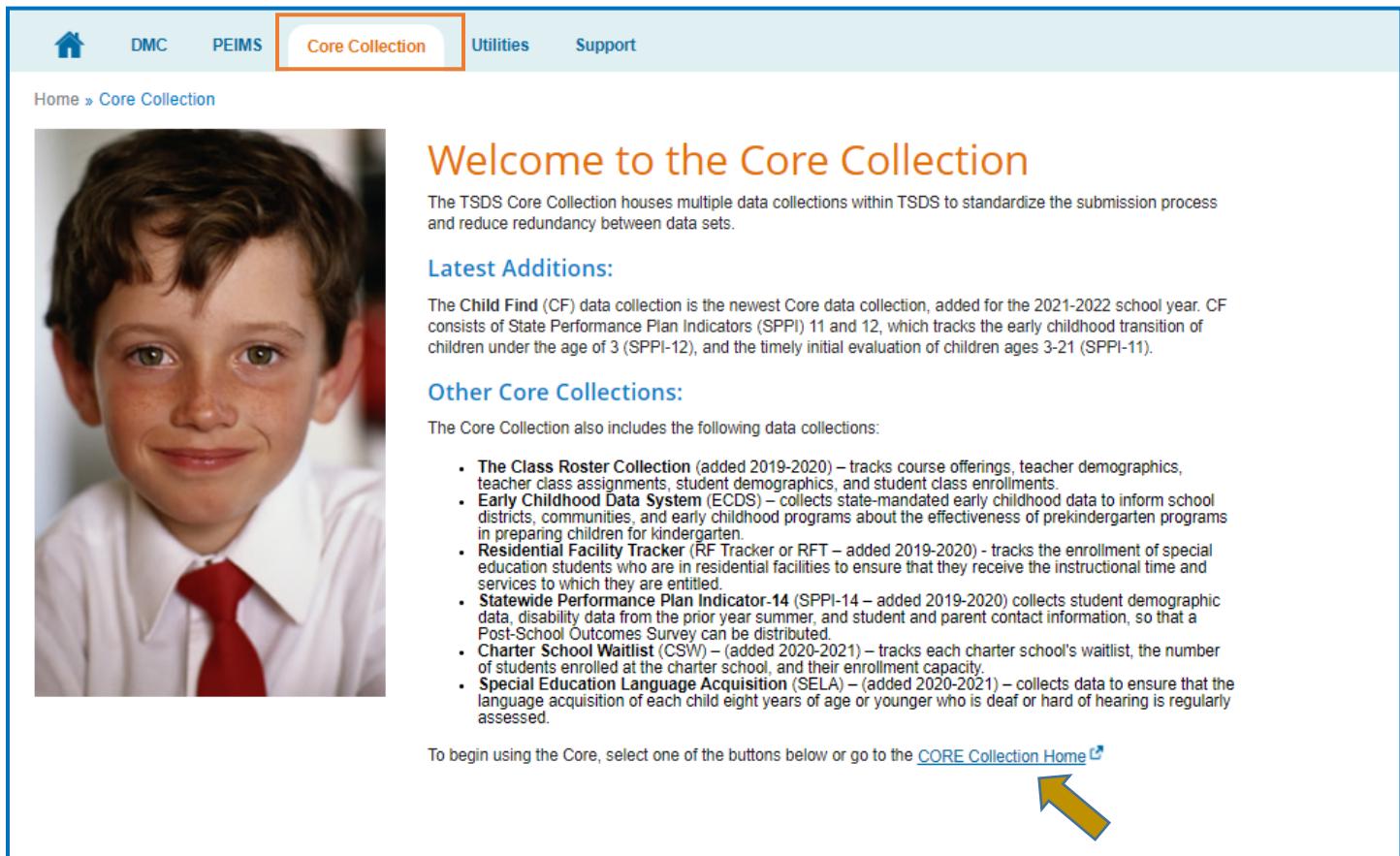
2. Click on **Core Collection** in the menu bar near the top.



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).

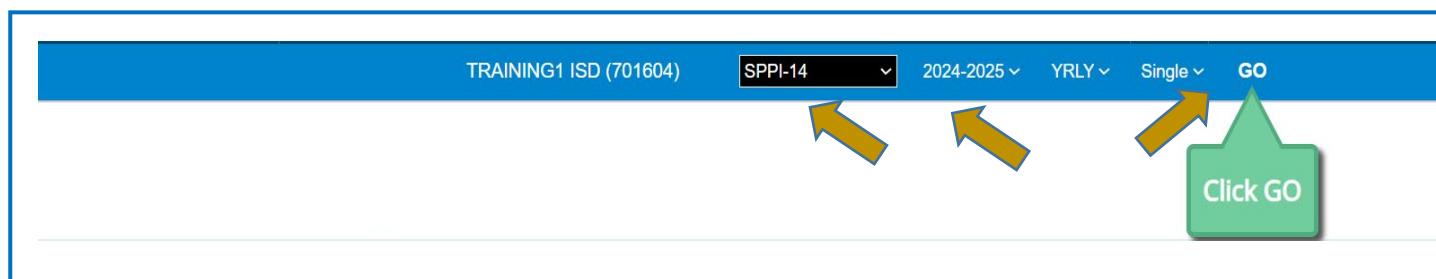
Other Core Collections:

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](#) 

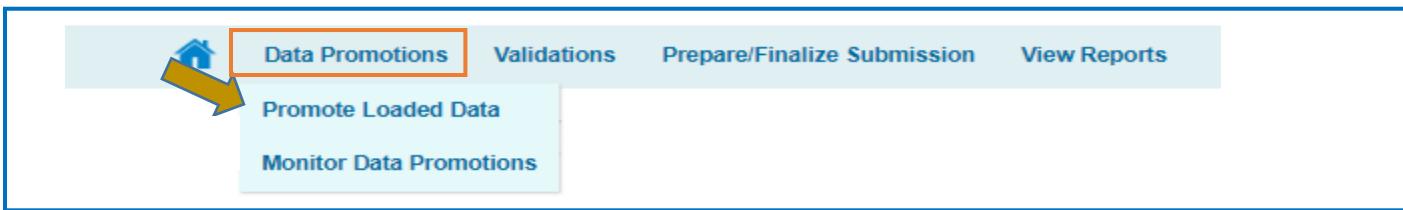
4. In the menu bar at the top verify that your LEA is selected; Select “SPPI-14” and the current school year; “YRLY” and “Single” will be auto selected. Click **GO**.



TRAINING1 ISD (701604) SPPI-14 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 also be promoted.

Promote Loaded Data

Categories: 

Subcategories: 

Subcategories Selected:

Add
Add All
Remove
Remove All

Data Promotion Name:

Next Reset

The screenshot shows the 'Promote Loaded Data' page. It has two dropdown menus: 'Categories' and 'Subcategories', both currently set to 'Select'. Below the dropdowns are four buttons: 'Add', 'Add All', 'Remove', and 'Remove All'. At the bottom is a 'Data Promotion Name' input field and two buttons: 'Next' and 'Reset'. A yellow arrow points to the 'Select' button in the 'Categories' dropdown, and another yellow arrow points to the 'Select' button in the 'Subcategories' dropdown.

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:

Subcategories Selected:

Add
Add All
Remove
Remove All

Data Promotion Name:

Next Reset

The screenshot shows the 'Promote Loaded Data' page again. The 'Data Promotion Name' input field now contains the text 'All Categories'. A yellow arrow points to the 'Next' button at the bottom of the page.

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 <table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr> <th style="background-color: #009640; color: white;">Organization Name</th> <th style="background-color: #009640; color: white;">Categories/Subcategories</th> </tr> </thead> <tbody> <tr><td></td><td>Education Organization/Campus</td></tr> <tr><td></td><td>Education Organization/Local Education Agency</td></tr> <tr><td></td><td>Parent/Parent Basic Information</td></tr> <tr><td></td><td>Student/School Leaver</td></tr> <tr><td></td><td>Student/Special Education Program</td></tr> <tr><td></td><td>Student/Student Basic Information</td></tr> <tr><td></td><td>Student/Student Contact Information</td></tr> </tbody> </table>		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
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.

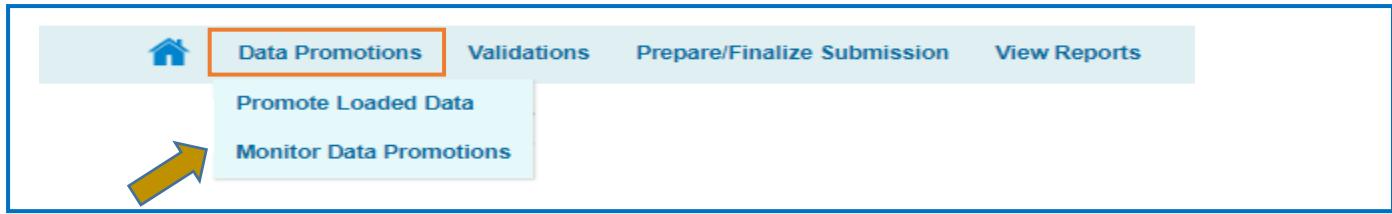
Monitor Data Promotions

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

Show Search Criteria	LEA Data Promotion Errors				
Show 50 entries	Search Table: <input type="text"/>	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”:

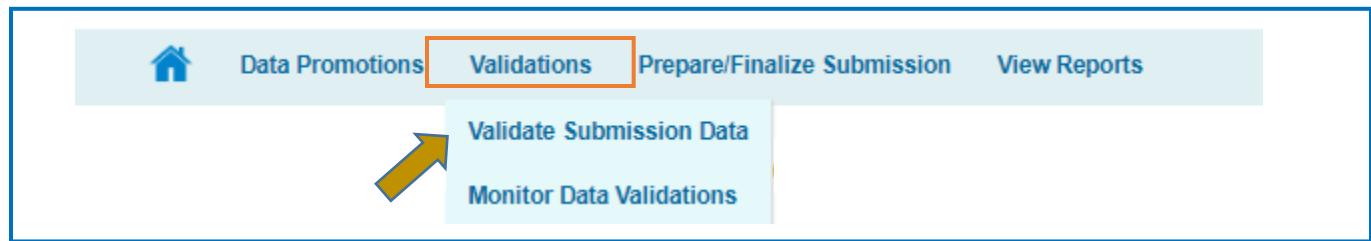
- Click **View** in the “Error Report” column to view errors, or
- Click on the **Data Promotion Name** to view errors by category and subcategory.

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**.



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:

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

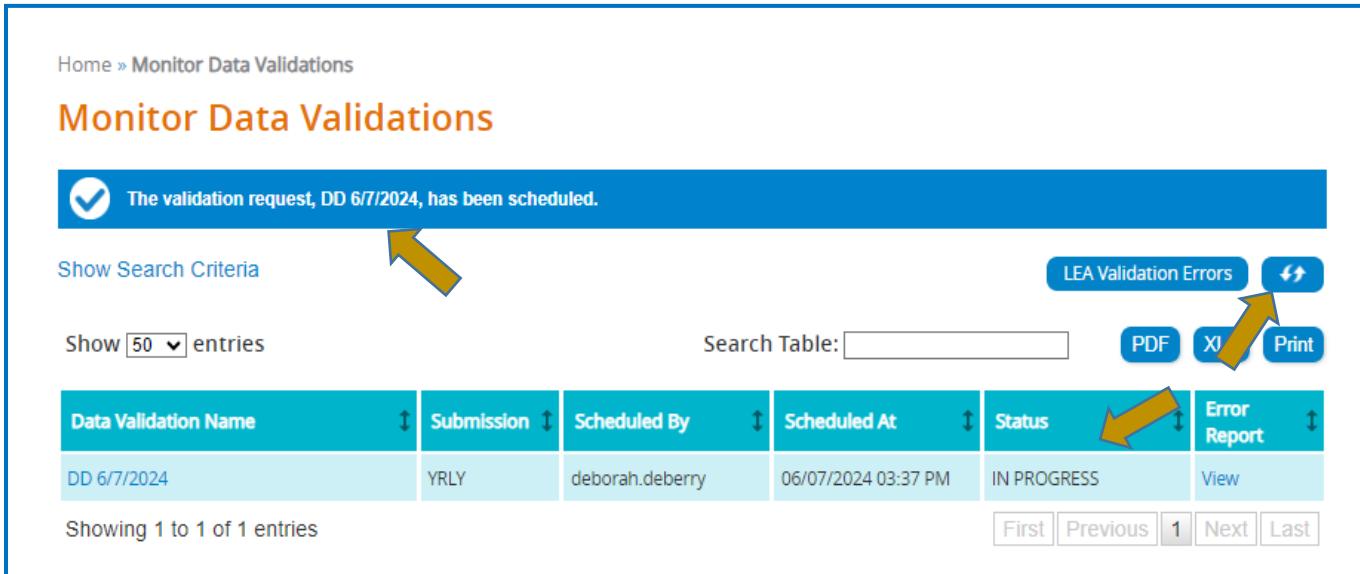
School Year: 2024-2025
Collection: SPPI-14
Organization: Training1 ISD
Data Validation Name: DD 6/7/2024

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

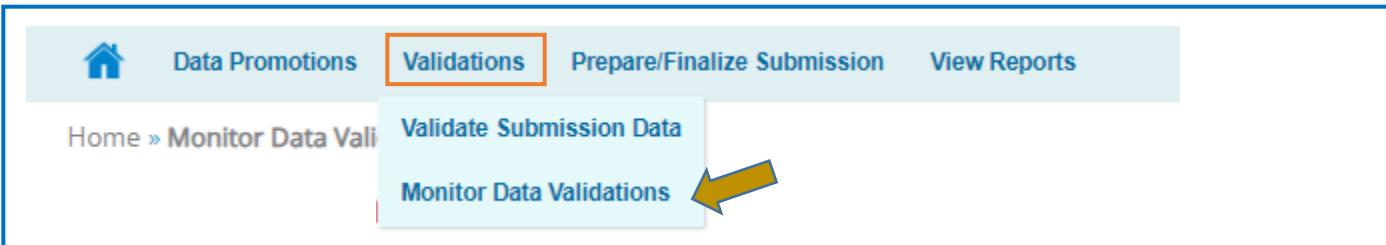
15. After clicking Submit in the above step, the Monitor Data Validations page will appear and you will see a confirmation message. Click the Refresh Button ().

- 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.



The screenshot shows the 'Monitor Data Validations' page. At the top, a blue banner displays a checkmark icon and the text: 'The validation request, DD 6/7/2024, has been scheduled.' Below the banner, there is a search bar with 'Show Search Criteria' and a dropdown for 'Show 50 entries'. To the right of the search bar are buttons for 'LEA Validation Errors', 'PDF', 'XLS', and 'Print'. A table lists validation requests with columns for 'Data Validation Name', 'Submission', 'Scheduled By', 'Scheduled At', 'Status', and 'Error Report'. The first row shows 'DD 6/7/2024' as the Data Validation Name, 'YRLY' as Submission, 'deborah.deberry' as Scheduled By, '06/07/2024 03:37 PM' as Scheduled At, 'IN PROGRESS' as Status, and a 'View' link under Error Report. Below the table, it says 'Showing 1 to 1 of 1 entries' and provides navigation buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

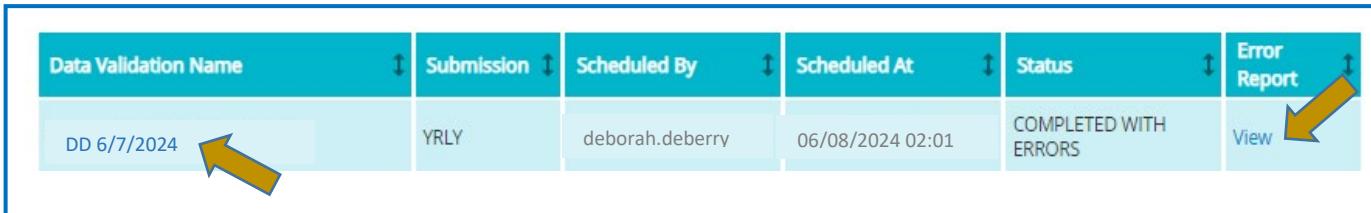
16. On the home screen, hover over “Validations” and click **Monitor Data Validations**.



The screenshot shows the home screen with a navigation bar. The 'Validations' tab is highlighted in orange. A dropdown menu under 'Validations' shows 'Validate Submission Data' and 'Monitor Data Validations', with 'Monitor Data Validations' highlighted and a yellow arrow pointing to it.

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.

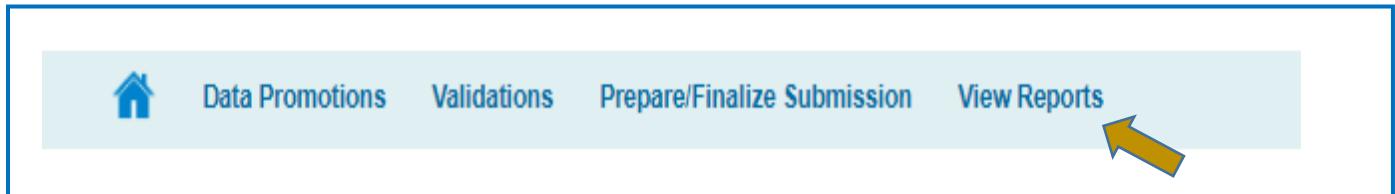


The screenshot shows the 'Monitor Data Validations' page with a table. The first row shows 'DD 6/7/2024' as the Data Validation Name, 'YRLY' as Submission, 'deborah.deberry' as Scheduled By, '06/08/2024 02:01' as Scheduled At, 'COMPLETED WITH ERRORS' as Status, and a 'View' link under Error Report. A yellow arrow points to the 'View' link in the 'Error Report' column.

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 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**.

View Reports									
Help	Report #	Report Name	↓	XLS		PDF		CSV	
				Status	Run	Status	Run	Status	Run
	SPP0-000-001	TSDS SPPI-14 Student Roster 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.

View Reports									
Help	Report #	Report Name	↓	XLS		PDF		CSV	
				Status	Run	Status	Run	Status	Run
	SPP0-000-001	TSDS SPPI-14 Student Roster Report				IN PROGRESS			
Help	Report #	Report Name	↓	XLS	PDF	CSV			
	SPP0-000-001	TSDS SPPI-14 Student Roster Report		Status	Run	Status	Run	Status	Run
						DOWNLOAD			

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.

Prepare / Finalize Submission

LEA Overview

Organization Data Status:	VALIDATED	Complete	Reset
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:	2		
Total Subcategories Promoted:	7		
Total Subcategories Validated:	7		

- 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).



tsds texas student data system

Data Promotions Validations Prepare / Finalize Submission Access Data View Reports Administration

Home » Request Submission Extensions

Request Submission Extensions

School Year: 2024-2025

Collection: SPPI-14

Submission: 2024-2025

*Extension Date: (mm/dd/yyyy)

*Extension Reason:

Submit **Reset**