TSDS PEIMS: Submission Process

1. LEA User **PROMOTES** data (PEIMS Data Submitter, PEIMS Data Completer, PEIMS Data Scheduler/Promoter)

2. LEA user **VALIDATES** all subcategories (PEIMS Data Submitter, PEIMS Data Completer)

3. LEA user run all **REPORTS** (PEIMS Data Submitter, PEIMS Data Completer)

4. LEA PEIMS Coordinator **COMPLETES** submission (PEIMS Data Completer)

5. LEA superintendent reviews and **APPROVES** submission (PEIMS Data Approver)

6. ESC PEIMS Coordinator **ACCEPTS** submission (PEIMS Data Accepter)

After each submission is closed, it remains available for review and reporting, but promotions, validations, and finalization tasks are not available.

After the entire collection is rolled up, First Submission and Resubmission are removed and the Accepted Submission is available for 5 years.

The Working Submission also becomes available for loading and reporting for 3 years.

Contents

PROMOTE DATA............................................................................................................................................. 2

VALIDATE DATA............................................................................................................................................. 5

ACCESS DATA AND REVIEW REPORTS........................................................................................................ 8

MARKING SUBMISSION COMPLETE........................................................................................................ 11

SUPERINTENDENT APPROVES SUBMISSION........................................................................................ 12
PROMOTE DATA

1. Log into TEAL with the PEIMS Data Completer role and select the Texas Student Data System Portal.

2. Choose the PEIMS Application or select Promote Loaded Data from the TSDS Portal.

3. Once inside the PEIMS application select the collection you need, ex: 2017-2018, FALL, First in the upper right-hand corner. Next select ‘GO’.

4. Inside the PEIMS Application, choose Data Promotions, then Promote Loaded Data.

5. Choose the Categories by clicking on All Categories, Staff, Finance, Education Organization or Student. Note that the Categories available to select will depend on which Collection you chose. You may select the Sub-categories if you wish. Then choose Add or Add All.
6. You may add a Data Promotion Name. Then Click Next. Click Reset if you wish to go back and make a new selection.

7. Confirm the Data Promotion by clicking Submit. If you wish to change the data promotion, click Cancel or Back.


The Data Promotion Status can be:
- In Progress—the data is being processed
- Completed—the data has completed processing
- Completed with errors—The data completed but errors were identified (If you receive errors then you need to do a Delete Utility in eData Manager on all the Categories in that collection and reload files)
Failed--the system found primary key constraints that are not in ODS but exist in the PEIMS Data Mart. Records that did not load would be listed here. (If you receive errors then you need to do a Delete Utility in eData Manager on all the Categories in that collection and reload files)

9. Click the Data Promotion Name to see the Job Details. Click View to see the Error Report.

10. To Search Promotions, Click Show Search Criteria

11. Select the School Year, Collection, the Submission, and the Status.

12. Click Search.
VALIDATE DATA

1. Choose Validate Submission Data from the Validations menu.

2. Select the Categories and the Sub-Categories. Then select Add or Add All. Note, if you select All Categories, the Subcategories will automatically be added for you. Select if you want to run validations on Fatal, Special Warning, and/or Warning.

3. Then you may enter a Validation Name and click Next. Reset will remove all selected options and allow the user to start over.

4. Review your choices and select Submit to schedule the validations. Select Cancel or Back if you wish to revise your validation choices.
5. Select the Data Validations Name to see the validation details or select View or LEA Validation Errors to see the error report.

<table>
<thead>
<tr>
<th>Categories</th>
<th>Subcategories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>Staff Basic Information</td>
</tr>
<tr>
<td>Payroll</td>
<td>Employment - Payroll Summary</td>
</tr>
<tr>
<td>Staff</td>
<td>Contracted Instructional Staff</td>
</tr>
<tr>
<td>Staff</td>
<td>Responsibility</td>
</tr>
<tr>
<td>Finance</td>
<td>Budget</td>
</tr>
<tr>
<td>Education</td>
<td>Local Education Agency</td>
</tr>
<tr>
<td>Organization</td>
<td>SSA Organization Association</td>
</tr>
<tr>
<td>Student</td>
<td>Enrollment</td>
</tr>
<tr>
<td>Student</td>
<td>Career and Technical Course</td>
</tr>
<tr>
<td>Student</td>
<td>Career and Technical Program</td>
</tr>
<tr>
<td>Student</td>
<td>Special Education Program</td>
</tr>
<tr>
<td>Student</td>
<td>School Counselor</td>
</tr>
<tr>
<td>Student</td>
<td>Student Basic Information</td>
</tr>
</tbody>
</table>

6. LEA Validation Errors: Select the arrows in the column headers to sort the errors. Type a key word into the search option to locate an error, a student, or staff member. Click PDF or XLS to download the errors to a file. Click Print to print the error list.

<table>
<thead>
<tr>
<th>Category</th>
<th>Subcategory</th>
<th>Severity</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>SSA Organization</td>
<td>Fatal</td>
<td>10811-001: If shared-SVCS-ARRANGEMENT-TYPE-CODE is 10, then FISCAL-AGENT-DISTRICT-ID must match a Regional Day School Program for the Deaf district in the Texas School Directory.</td>
</tr>
<tr>
<td>Education</td>
<td>Campus</td>
<td>Special Warning</td>
<td>10802-001: For each campus registered with TFA as an active instructional campus, excluding TEA and border campus, they should be at least one student enrollment with a matching CAMPUS-ID-OF-ENROLLMENT.</td>
</tr>
</tbody>
</table>

7. The user can select the Data Validation Name to drill down and see the Validation Request Details. From this screen, the user will also be able to view the Collection, Submission, the Scheduled by Information and the Submitted Date/Time along with the Status. The user can also click PDF or XLS to export a copy of the
The user can also print from this page.

8. From the Validation Request Details page, you can control the number of entries by selecting the number next to Show entries. The user can sort the column headers, search for keywords or download the file to a PDF or XLS. The user can also print from this screen.
ACCESS DATA AND REVIEW REPORTS

1. Hover over Access Data and click on Search Submission Data.

2. On the Data Search page, click the down arrow by Categories.

3. Click on a Category from the list.

4. Select the Subcategory.

5. Note that the required data elements for the search will vary depending on the Subcategory selected. For the School Leaver subcategory, the Student UID is required to search. Enter the Student UID. Then click the Search button. The results will display.
6. Next let’s look at Reports. Click on the View Reports tab to see a list of available reports.

7. Click on Student under Standard Reports.

8. The list of available Student reports will display in the Reports Navigation Page. Click on the Run icon to run the report.

9. The report will display “Download” once it’s ready to be viewed in PDF. Click on “Download”
10. Note: Some reports will run with parameters where you can select by LEA or by Campus Level and with other indicators.
MARKING SUBMISSION COMPLETE

Note: Do this once you have: 1) reviewed all Fatal, Special Warnings, and Warnings; 2) performed Data Quality checks; 3) reviewed and distributed reports and received confirmation.

1. Click the Complete button on the Prepare and Finalize screen.

2. The system will show the Completion Process Status

3. Click on the checkbox once you have complied with the statement and then click Confirm.
SUPERINTENDENT APPROVES SUBMISSION

1. Superintendent must log into TEAL with the PEIMS Data Approver role and select the Texas Student Data System Portal.

2. Choose the PEIMS Application or select Prepare/Finalize Data from the TSDS Portal

3. Click on Approve
4. A comment box opens. If you are accepting the submission, you may type a comment, but if you are rejecting a submission, you must type a comment.

5. Click **OK** to confirm your choice.

6. If you approve the submission, the SOA Download page appears.

![SOA Download Page]

7. After reviewing the letter, scroll to the bottom of the Prepare/Finalize Submission screen and click the **Confirm** button.

![Confirm Button]