



# Manage Data Loads and PEIMS Application



**TSDS Role:** PEIMS Data Completer, PEIMS Data Submitter, PEIMS Data Approver

**Starting point**

- 1. Log into TEAL: <https://tealprod.tea.state.tx.us>

TEA Login (TEAL)

NOTICE: TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

Username:

Password:  [Show Password](#)

[Forgot your password?](#)  
[Forgot your username?](#)

**Step-by-Step Instructions**

- 1. Upload and Batch the Interchange files
- 2. Promote Data
- 3. Validate Data
- 4. Review Reports
- 5. *How to Run a Delete Utility (if needed)*
- 6. *Request an Extension (if needed)*
- 7. Complete the PEIMS Collection

- 2. Click on the “Texas Student Data System Portal” link.

Texas Student Data System Portal

Texas Student Data System Portal

[Texas Student Data System Portal](#)

BROOKS COUNTY ISD  
Role: [Uniq-ID LEA, PEIMS Data Completer, ODS Data Loader]

1. Upload and Batch the interchange files

- 3. Click on “Manage Data Loads”.

GET STARTED

Manage Unique IDs

Manage Data Loads

Promote Loaded Data

Prepare/ Finalize Data

View Reports

If you do not see an expected function, you may have selected an organization for which you do not

- 4. The eDM application tab will open on your internet browser. Click on “Interchange Upload”.

- 5. Under Interchange Collection, click on the specific collection.  
22-23 will be: 2023

Collection: FALL, MDYR, SUMR, EXYR

1 = First Submission    2 = Resubmission    3 = Working

(Pro-Tip: Zip the files and upload one zipped file)

- 6. Click Upload.

Menu

Home

File Manager

Batch Manager

Delete Utility

**Interchange Menu**

Interchange Upload

Texas Student Data System

Texas Education Agency

System Message

IMPORTANT: Files must be placed in a batch in order to have their data

Upload Interchange Files

Interchange Collection: 2023FALL1


File 1:	<input type="button" value="Choose File"/>	No file chosen
File 2:	<input type="button" value="Choose File"/>	No file chosen
File 3:	<input type="button" value="Choose File"/>	No file chosen
File 4:	<input type="button" value="Choose File"/>	No file chosen
File 5:	<input type="button" value="Choose File"/>	No file chosen
File 6:	<input type="button" value="Choose File"/>	No file chosen
File 7:	<input type="button" value="Choose File"/>	No file chosen
File 8:	<input type="button" value="Choose File"/>	No file chosen
File 9:	<input type="button" value="Choose File"/>	No file chosen
File 10:	<input type="button" value="Choose File"/>	No file chosen
File 11:	<input type="button" value="Choose File"/>	No file chosen
File 12:	<input type="button" value="Choose File"/>	No file chosen
File 13:	<input type="button" value="Choose File"/>	No file chosen
File 14:	<input type="button" value="Choose File"/>	No file chosen
File 15:	<input type="button" value="Choose File"/>	No file chosen
File 16:	<input type="button" value="Choose File"/>	No file chosen
File 17:	<input type="button" value="Choose File"/>	No file chosen
File 18:	<input type="button" value="Choose File"/>	No file chosen
File 19:	<input type="button" value="Choose File"/>	No file chosen
File 20:	<input type="button" value="Choose File"/>	No file chosen





# Manage Data Loads and PEIMS Application



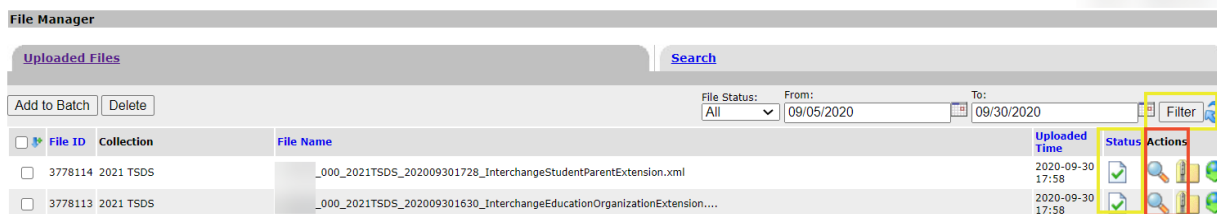
7. The screen will automatically go to the File Manager. You can click on the Refresh  icon to make sure that the status of the files have Green Checkmarks for Ready.

File Manager:

- Checks for missing mandatory fields
- Checks field length
- Checks for accepted alpha & numeric characters
- Checks to make sure Data Element Tag is named correctly
- Data elements should be in order defined by XML schemas
- Validates that the complex type belongs to the collection

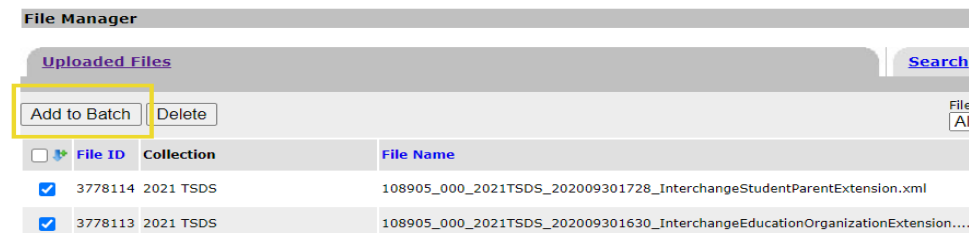
*If Status is red with an X*

- Click on the magnifying glass under Actions to see the errors. Click on the magnifying glass next to the “Error.zip” line.
- Use the Client-Side Validation Tool to help you pinpoint the errors.
- Assess the issue and go back to the SIS to correct the problem or if necessary, you may need to contact the SIS vendor if issues with the way the file is getting compiled.
- [Access the TEA eDM Error Dictionary](#)
- You cannot proceed until they validate correctly.



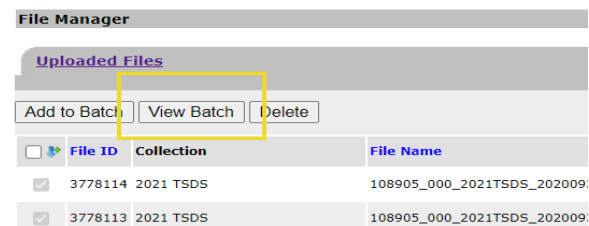
File Manager				
Uploaded Files			Search	
Add to Batch Delete			File Status: All	From: 09/05/2020 To: 09/30/2020 Filter
<input type="checkbox"/>	File ID	Collection	File Name	Uploaded Time
<input type="checkbox"/>	3778114	2021 TSDS	_000_2021TSDS_202009301728_InterchangeStudentParentExtension.xml	2020-09-30 17:58
<input type="checkbox"/>	3778113	2021 TSDS	_000_2021TSDS_202009301630_InterchangeEducationOrganizationExtension....	2020-09-30 17:58

8. Checkmark the files and click on “Add to Batch”.



File Manager				
Uploaded Files			Search	
Add to Batch Delete			File Status: All	From: 09/05/2020 To: 09/30/2020 Filter
<input type="checkbox"/>	File ID	Collection	File Name	Uploaded Time
<input checked="" type="checkbox"/>	3778114	2021 TSDS	108905_000_2021TSDS_202009301728_InterchangeStudentParentExtension.xml	2020-09-30 17:58
<input checked="" type="checkbox"/>	3778113	2021 TSDS	108905_000_2021TSDS_202009301630_InterchangeEducationOrganizationExtension....	2020-09-30 17:58

9. Click “View Batch”.



File Manager				
Uploaded Files			Search	
Add to Batch View Batch Delete			File Status: All	From: 09/05/2020 To: 09/30/2020 Filter
<input type="checkbox"/>	File ID	Collection	File Name	Uploaded Time
<input checked="" type="checkbox"/>	3778114	2021 TSDS	108905_000_2021TSDS_202009301728_InterchangeStudentParentExtension.xml	2020-09-30 17:58
<input checked="" type="checkbox"/>	3778113	2021 TSDS	108905_000_2021TSDS_202009301630_InterchangeEducationOrganizationExtension....	2020-09-30 17:58





# Manage Data Loads and PEIMS Application



10. Add a comment in the Comment field to describe the contents of the batch. Click “Process Batch”.

**View Batch**

Add optional comments below or  
To create a batch with the 2 file(s) in the cart, press the 'Process Batch' button below:

**Comments**  
Add comments associated with this batch (limited to 255 characters):

PEIMS Fall

**Delete Options**  
Perform Delete Before Load: ☐ Yes ☒ No  
Select Delete:

**Data Files**

☐ File ID Template/Interchange

☐ 3778113 EducationOrganizationExtension


☐ 3778114 StudentParentExtension

Displaying 1 to 2 of 2

To create a batch with the 2 file(s) in the cart, press the 'Process Batch' button below:

11. The screen switches to the Batch Manager to process the files. The Batch Status shows Processing.  
Batch Manager:

- Checks for compliance with TEDS
- Checks primary key
- Checks for referential integrity of data elements

12. You can click on the Refresh  icon to make sure that the status of the batch is Green for Ready. This may take a few minutes to several hours to process, depending on the time of the year when other submissions are due.


(Pro-tip: Record the amount of time it takes, so you can use this as a baseline for the next run, and/or to report any processing issues via TIMS.)

**Batch Manager**

Batches Search

Hide from list \*\*

Date From: 09/06/2020 Date To: 10/01/2020 Batch Status: All Filter

Batch ID	Collection Name	Comments	Modified Time	Batch Status	Data Status	Actions
455478	2021 TSDS	PEIMS Fall files	2020-10-01 09:10	Processing		


13. Once the status has green check mark, you can proceed to next step.

**Batch Manager**

Batches Search


Hide from list \*\*

Date From: 09/06/2020 Date To: 10/01/2020 Batch Status: All Filter

Batch ID	Collection Name	Comments	Modified Time	Batch Status	Data Status	Actions
455478	2021 TSDS	PEIMS Fall	2020-10-01 09:14	Complete		

If Status is red with an X.

- Click on the magnifying glass.
- You will see the files listed.

4651FALL1 2013	999901_000_2013FALL1_201308020242_InterchangeStudentExtension.xml	2013-08-22	Plan Complete	
----------------	---	------------	---------------	---

- For the line that has the red X, click on the magnifying glass.
- On the ETL tab, find towards the bottom “Error”.





# Manage Data Loads and PEIMS Application



Rows Updated - STUD\_SNAPSHOT\_IDENT\_VALUE : 0  
Rows Updated - STUD\_SNAPSHOT\_PHONE :

ETL Generated Files: Error File

ETL Generated Files			
File	Records	Last Modified Date	View File Content
ERROR_StudentExtension_20130822.TAB	1	2013-08-22 16:30	
StudentExtension_LP.log	3	2013-08-22 16:30	
StudentExtension_LP_PARAMS.txt	25	2013-08-22 16:30	

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- Click on the magnifying glass to display the error(s).
- Identify on the right-hand side the data element in question.
- It may give you a Unique ID to identify the student that is erroring out.
- [Access the TEA eDM Error Dictionary](#)
- Assess the issue and go back to the SIS to correct the problem or if necessary and recreate your files.
- You should not proceed until the files validate correctly. Proceeding will most likely cause Fatal Errors in the next steps that will be difficult to target.

Troubleshooting Batch Errors	
InterchangeStaffAssociationExtension.xml	
Error Message	Error Values
Values Not in Scholwhs.Staff Snapshot Table	District_Code = 123456, Snapshot_Date = 6/30/2022, Period_Level_Desc = TSDS, Staff_Id = 1234567890
Is the unique id valid in the UID database? Or Did you only load one staff file from the SIS? Therefore, there is no reference to the basic Staff Demographic records from the HR file.	
InterchangeStudentEnrollmentExtension.xml	
Error Message	Error Values
Values Not in Scholwhs.Stud_Snapshot Table	District_Code = 245902, Snapshot_Date = 6/30/2022, Period_Level_Desc = TSDS, Student_Id = 1234567890
Is the unique id valid in the UID database? Or Student is not in the studentextension.xml file that is why it is erroring out.	



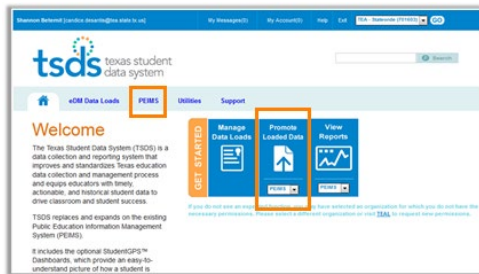


# Manage Data Loads and PEIMS Application

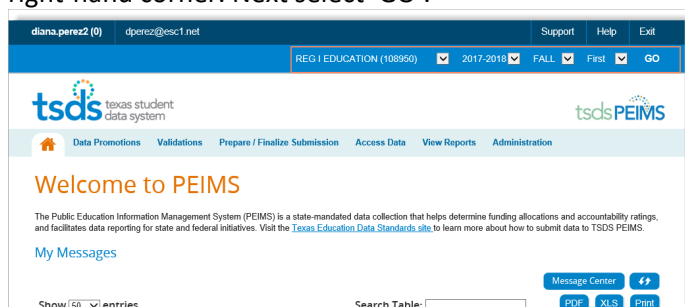


## 2. Promote Data

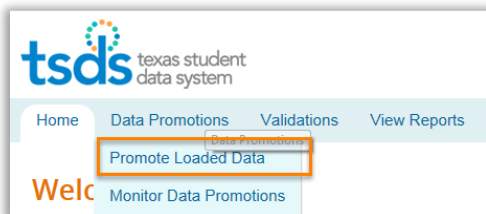
14. Choose the PEIMS Application or select Promote Loaded Data from the TSDS Portal



15. Once inside the PEIMS application select the collection you need, ex: 2022-2023, FALL, First in the upper right-hand corner. Next select 'GO'.

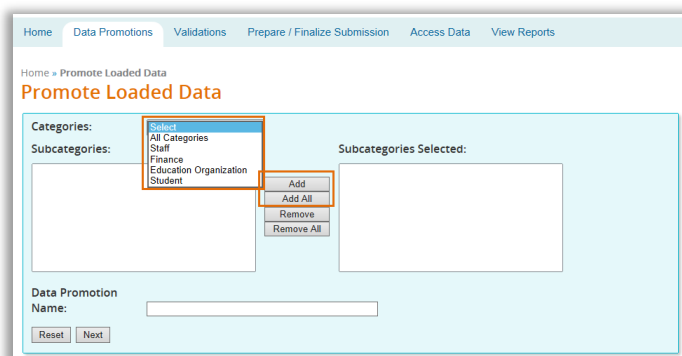


16. Inside the PEIMS Application, choose Data Promotions, then Promote Loaded Data.



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. (Pro-Tip: If you are at the point of almost completing and you have to make corrections on certain categories (staff or student), call us to help you partial promote subcategories.)

17. Then choose Add or Add All.





# Manage Data Loads and PEIMS Application



18. You may add a Data Promotion Name. Then Click Next. Click Reset if you wish to go back and make a new selection.

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

20. Now let's monitor the data promotion. Under Data Promotions, select Monitor Data Promotions.

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)





# Manage Data Loads and PEIMS Application



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

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Home

Data Promotions

Validations

Prepare / Finalize Submission

Access Data

View Reports

Home » Monitor Data Promotions

Monitor Data Promotions

Show Search Criteria

LEA Data Load Errors

Show 

50

 entries

Search:

PDF

XLS

Print

Data Promotion Name	Collection	Submission	Scheduled By	Scheduled At	Status	Error Report
ben.verlander_07242014_055429	FALL	First	ben.verlander	07/24/2014 17:54:13	COMPLETED	<a href="#">View</a>
2014_Fall_First_CI_07_24	FALL	First	candice.littleton	07/24/2014 17:35:00	COMPLETED	<a href="#">View</a>
Ben Verlander_07242014_085123	FALL	First	ben.verlander	07/24/2014 08:51:42	COMPLETED	<a href="#">View</a>

Showing 1 to 3 of 3 entries

First

Previous

1

Next

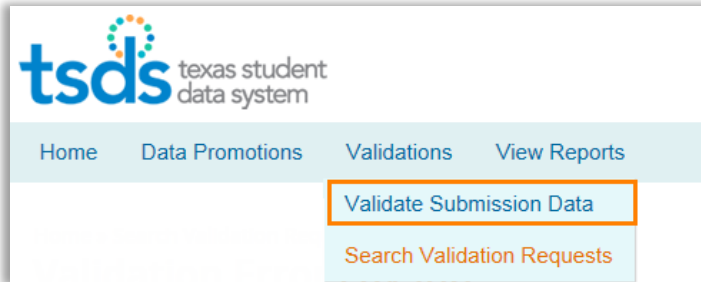
Last





## VALIDATE DATA

22. Choose Validate Submission Data from the Validations menu.



23. 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.

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

25. Review your choices and select Submit to schedule the validations. Select Cancel or Back if you wish to revise your validation choices.





# Manage Data Loads and PEIMS Application



**Submission:** First  
**Organization:** TEA - Statewide Data Initiatives/PEIMS  
**Job Name:** 2014\_Fall\_First\_CL\_Validate\_07\_24

Categories	Subcategories
Staff	Staff Basic Information
Staff	Employment – Payroll Summary
Staff	Payroll
Staff	Contracted Instructional Staff
Staff	Responsibility
Finance	Budget
Education Organization	Local Education Agency
Education Organization	Campus
Education Organization	SSA Organization Association
Student	Enrollment
Student	Career and Technical Course
Student	Career and Technical Program
Student	Special Education Program
Student	School Leaver
Student	Student Basic Information

26. Select the Data Validations Name to see the validation details or select View or LEA Validation Errors to see the error report.

Home » Search Validation Requests

## Search Validation Requests

[Show Search Criteria](#)

Show  entries

Search:

[LEA Validation Errors](#)

Data Validation Name	Collection	Submission	Scheduled By	Scheduled At	Status	Error Report
2014_Fall_First_CL_Validate_07_24	FALL	First	candice.littleton	07/24/2014 17:37:50	COMPLETED WITH ERRORS	<a href="#">View</a>
Ben.Verlander_07242014_085220	FALL	First	ben.verlander	07/24/2014 08:52:09	COMPLETED WITH ERRORS	<a href="#">View</a>

Showing 1 to 2 of 2 entries

27. 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.

Home » Search Validation Requests » LEA Validation Errors

## LEA Validation Errors

Show  entries

Search:

Category	Subcategory	Severity	Message
Education Organization	SSA Organization Association	Fatal	10011-0010: 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. Data: SHARED-SVCS-ARRANGEMENT-TYPE-CODE: 10 DISTRICT-ID: 701603 FISCAL-AGENT-DISTRICT-ID: 227901 Identity Info: 10, 227901
Education Organization	Campus	Special Warning	10020-0015: For each campus registered with TEA as an active instructional campus, excluding DAEPs and budgeted campuses, there should be at least one student enrollment with a matching CAMPUS-ID-OF-ENROLLMENT. Data: CAMPUS-ID: 701603002 Identity Info: 701603, 2014, FALL, 1, 701603002

28. 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





# Manage Data Loads and PEIMS Application



Submitted Date/Time along with the Status. The user can also click PDF or XLS to export a copy of the file.

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HomeData PromotionsValidationsPrepare / Finalize SubmissionAccess DataView Reports

Home » Search Validation Requests

Search Validation Requests

Show Search Criteria

LEA Validation Errors

Show 50 entries

Search:

PDFXLSPrint

Data Validation Name	Collection	Submission	Scheduled By	Scheduled At	Status	Error Report
ben.verlander_07242014_055550	FALL	First	ben.verlander	07/24/2014 17:55:38	COMPLETED WITH ERRORS	<a href="#">View</a>
2014_Fall_First_CL_Validate_07_24	FALL	First	candice.littleton	07/24/2014 17:37:50	COMPLETED WITH ERRORS	<a href="#">View</a>
Ben Verlander_07242014_085220	FALL	First	ben.verlander	07/24/2014 08:52:09	COMPLETED WITH ERRORS	<a href="#">View</a>

Showing 1 to 3 of 3 entries

FirstPrevious1NextLast

Home >> Search Validation Requests >> Validation Request Details

Validation Request Details

School Year: 2014

Collection: FALL

Submission: First

Organization: TEA - Statewide Data Initiatives/PEIMS

Request ID: 750

Submitted Time: 07/24/2014 5:37 PM

Submitted By: candice.littleton

Show 50 entries

Search:

PDFXLSPrint

Category	Subcategory	Validation Request Status	Error Report	F	SW	W
Education Organization	Local Education Agency	COMPLETED	<a href="#">View</a>	0	0	0
Education Organization	Campus	COMPLETED WITH ERRORS	<a href="#">View</a>	0	2	0
Education Organization	SSA Organization Association	COMPLETED WITH ERRORS	<a href="#">View</a>	1	0	0
Finance	Budget	COMPLETED WITH ERRORS	<a href="#">View</a>	0	1	0
Staff	Staff Basic Information	COMPLETED	<a href="#">View</a>	0	0	0
Staff	Employment – Payroll Summary	COMPLETED	<a href="#">View</a>	0	0	0
Staff	Payroll	COMPLETED WITH ERRORS	<a href="#">View</a>	0	67	3
Staff	Contracted Instructional Staff	COMPLETED	<a href="#">View</a>	0	0	0

## 29. Run Validations Summary Page

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HomeData PromotionsValidationsPrepare / Finalize Submission

Home » Monitor Data Promotions

Monitor Data Promotions

Show Search Criteria

Validate Submission Data

Monitor Data Validations

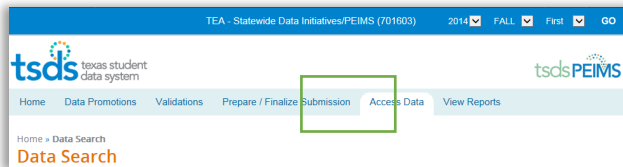
Validation Rules Count



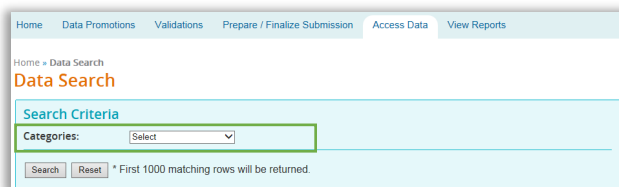


## ACCESS DATA AND REVIEW REPORTS

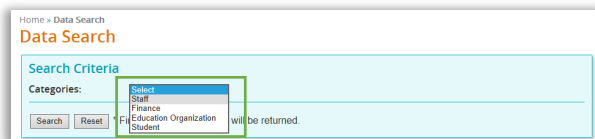
30. Hover over Access Data and click on Search Submission Data.



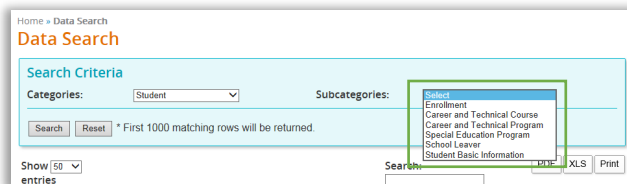
31. On the Data Search page, click the down arrow by Categories.



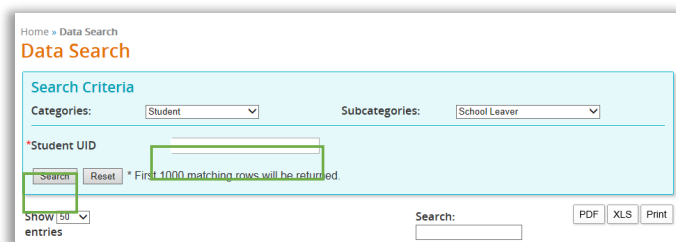
32. Click on a Category from the list.



33. Select the Subcategory.



34. 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.





# Manage Data Loads and PEIMS Application



35. Next let's look at Reports. Click on the View Reports tab to see a list of available reports.

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Home » View Reports

View Reports

PEIMS Reports Help

Standard Reports

The core group of PEIMS reports. Availability: These reports are available at any time and reflect the current state of the data.

Select

Special Reports

Summary reports that help completers, approvers, and accepters review a collection. Availability: These reports are available at any time and reflect the current state of the data.

Select

Student Leaver Reports

36. Click on Student under Standard Reports.

diana.perez2 (0) dperez@esc1.net

Support Help Exit

LA VILLA ISD (108914) 2017-2018 FALL First GO

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Home » View Reports

View Reports

PEIMS Reports Help

Standard Reports

The core group of PEIMS reports. Availability: These reports are available at any time and reflect the current state of the data.

Student

Hide Reports List

Report #	Report Name	XLS		PDF		CSV	
		Status	Run	Status	Run	Status	Run
PDM1-120-001	Students by Sex, Ethnicity, and Grade				C		
PDM1-120-002	LEP/BIL/ESL and Parental Denial Students by Program and Grade				C		
PDM1-120-003	Student Program Roster				C		
PDM1-120-004	Student by ADA Eligibility and Grade				C		
PDM1-120-005	Student Data Review				C		
PDM1-120-006	Students Not Enrolled on Selected PEIMS Date				C		C

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

Report #

Report Name

XLS PDF CSV

Status Run Status Run Status Run

PDM4-130-001 Flex Attendance - Superintendent's Semester Report of Student Attendance

PDM4-130-002 Flexible Attendance Data

38. The report will display "Download" once it's ready to be viewed in PDF. Click on "Download"





39. Note: Some reports will run with parameters where you can select by LEA or by Campus Level and with other Indicators.

View Reports: Select Parameters

PEIMS Reports Help

Student Advanced Academic Roster by Grade PDM4-120-005

Organization Level \*

By LEA

Campus ID \*

108909001  
108909002  
108909003  
108909004  
108909005  
108909006  
108909007  
108909008  
108909009  
108909011

Add

Add All

Remove

Remove All

Campus ID

\* All Campuses

Display Full or Partial SSN/Alt ID \*

Partial SSN/Alt ID

Indicator Code \*

All

Report Type: PDF

Run

Cancel

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Rev 08/01/2022

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# Manage Data Loads and PEIMS Application



## 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.

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

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

Home » Prepare / Finalize Submission

### Prepare / Finalize Submission - LEA Data

LEA Collection Status: **VALIDATED** [Complete](#)

LEA CAF Status: PENDING

Organization Name: TEA - Statewide Data Initiatives/PEIMS

Organization ID: 701603

School Year: 2014

Submission: First

Collection: Fall

Total Fatal Errors: 30

Total Subcategory Promoted: 15/15

Total Subcategory Validated: 15/15

Show 50 entries Search: PDF XLS Print

41. The system will show the Completion Process Status

TEA - Statewide Data Initiatives/PEIMS (701603) 2014 FALL First GO

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

Home » Prepare / Finalize Submission

### Prepare / Finalize Submission - LEA Data

Completion Process Status: 0% Validation Complete (0/15)

LEA Collection Status: **COMPLETION IN PROGRESS** [Complete](#)

LEA CAF Status: PENDING

Organization Name: TEA - Statewide Data Initiatives/PEIMS

Organization ID: 701603

School Year: 2014

Submission: First

42. Click on the checkbox once you have complied with the statement and then click Confirm.

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

Home » Prepare/Finalize Submission

### Prepare/Finalize Submission

[LEA Overview](#)

#### ESC View

ESC Collection Status: **COMPLETION IN PROGRESS** [Complete](#) [Accept](#) [Reject](#)

ESC SOA Status: Not Available

Organization Name: REG I EDUCATION SERVICE CENTER

Organization ID: 108950

School Year: 2016-2017

Submission: First

Collection: Fall

Total Fatal Errors: 0

Total Sub Category Promoted: 8/8

Total Sub Category Validated: 8/8

☐ By checking this box, I acknowledge that all data included in the submission has been validated and reviewed for accuracy and authenticity. All Special Warnings and Warnings have been reviewed and confirmed.

[Confirm](#) [Cancel](#)





# Manage Data Loads and PEIMS Application



## SUPERINTENDENT APPROVES SUBMISSION

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

Texas Education Agency  
User and Access Management

Welcome, Shannon Betemit [Logout](#)

**Self-Service**

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My Profile
- Link TEASE Accounts

**Applications**

Texas Student Data System Portal

[Texas Student Data System Portal](#)

TEA - Statewide Data Initiatives/PEIMS  
Roles: PEIMS Data Submitter, ODS Data Loader

[Add/Modify Access](#)

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

tsds texas student data system

Unique ID eDM Data Loads PEIMS Utilities Support

**Welcome**

The Texas Student Data System (TSDS) is a data collection and reporting system that improves and standardizes Texas education data collection and management process and equips educators with timely, actionable and historical student data to drive classroom and student success.

TSDS replaces and expands on the existing Public Education Information Management System (PEIMS).

It includes the optional studentGPS® Dashboards, which provide an easy-to-

**GET STARTED**

- Manage Unique IDs
- Manage Data Loads
- Promote Loaded Data
- Prepare/Finalize Data**
- View Reports

If you do not see an expected function, you may have selected an organization for which you do not have the necessary permissions. Please select a different organization or visit [TEAL](#) to request new permissions.

45. Click on Approve

**Prepare / Finalize Submission - ESC Data**

LEA View

ESC Collection Status: **ESC DATA COMPLETE**

ESC SOA Status: Not Available

Organization Name: REG XI EDUCATION SERVICE CENTER

Organization ID: 220950

School Year: 2013-2014

Submission: First

Collection: Fall

Total Fatal Errors: 0

Total Subcategory Promoted: 8/8

Total Subcategory Validated: 0/8

[Verify](#) [Reset Verify](#)

Show 50 entries

Search Table:

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

Select	Category	Subcategory	Last Promoted On	Promoted By	Records	Error Report	F	SW	W	Data Status
<input type="checkbox"/>	Staff	Staff Basic Information	03-11-2015 04:08:58 PM	shtotakura.peimsecduser	166	<a href="#">View</a>	0	0	0	PROMOTED
<input type="checkbox"/>	Staff	Employment-Payroll Summary	03-11-2015 04:08:58 PM	shtotakura.peimsecduser	166	<a href="#">View</a>	0	0	0	PROMOTED
<input type="checkbox"/>	Staff	Payroll	03-11-2015 04:08:58 PM	shtotakura.peimsecduser	296	<a href="#">View</a>	0	0	0	PROMOTED





# Manage Data Loads and PEIMS Application



46. 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.

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

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

You are about to APPROVE the FALL, 2014, First collection for LEA ID 000001

Version 2.1.1

Public Education Information Management System (PEIMS)

STATEMENT OF APPROVAL OF PEIMS DATA COLLECTION AND VALIDATION ERRORS

for

The Texas Education Agency

Organization Name: KRUM ISD  
Organization Number: 061905  
Education Service Center: REG XI EDUCATION SERVICE CENTER

This is to affirm that the organization has submitted all required data, and that the undersigned has taken measures to verify the accuracy and the authenticity of the data being submitted for this LEA's PEIMS 2014-2015 Summer Collection, First Submission.

☒ By checking this box, I acknowledge that all data included in the submission has been validated and reviewed for accuracy and authenticity. All Special Warnings and Warnings have been reviewed and confirmed.

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

2. Once the data is validated, you must acknowledge that the submission has been validated and that the Special Warnings and Warnings have been reviewed for data accuracy. Check the box at the bottom of the page to certify this

☒ By checking this box, I acknowledge that all data included in the submission has been validated and reviewed for accuracy and authenticity. All Special Warnings and Warnings have been reviewed and confirmed.







# Manage Data Loads and PEIMS Application



## How to Run a Delete Utility (if needed)

Note: Use the Delete Utility as needed and not necessarily every time you want to upload new files to the eDM.

### When Delete Utility is NOT Needed:

- When you have errors in the eDM > File Manager and you want to reload files, you don't need to do a Delete Utility since you are not writing anything to the ODS yet. Just reload corrected files and batch.
- When you have errors in the eDM > Batch Manager and you need to reload files, you shouldn't have to do a Delete Utility since those errors were never written to the ODS. Just reload corrected files and batch.
- Also, in most cases, you are only adding new records or making changes to existing records in the Operational Data Store. So you only need to upload/batch files that contain new or changed data without using Delete Utility each time.

### When Delete Utility IS needed:

- Whenever you have uploaded and batched extra records that you need removed, you **NEED** to do a Delete Utility. This is triggered by having Fatal Errors/SW/Warnings on records that you want completely wiped out of the system.
- Whenever you have Promotion Errors in the TSDS applications.

(Refer to TEA's TSDS [Delete Utility Reload Guide](#). The guide tells you what Interchange you need to load after you use each Delete Utility. It is from TIMS Knowledge Base Article: 379 eDM: Delete Utility Reload Guide.)

50. Log into TEAL: <https://tealprod.tea.state.tx.us>

TEA Login (TEAL)

NOTICE: TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

Username:

Password:  [Show Password](#)

[Forgot your password?](#)  
[Forgot your username?](#)

51. Click on the "Texas Student Data System Portal" link.

### Texas Student Data System Portal

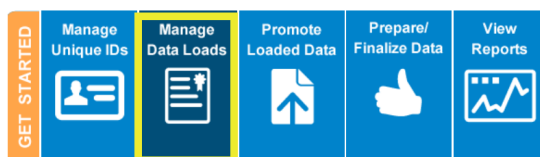
Texas Student Data System Portal

[Texas Student Data System Portal](#)

BROOKS COUNTY ISD

Role: [Uniq-ID LEA, PEIMS Data Completer, ODS Data Loader]

52. Click on "Manage Data Loads".



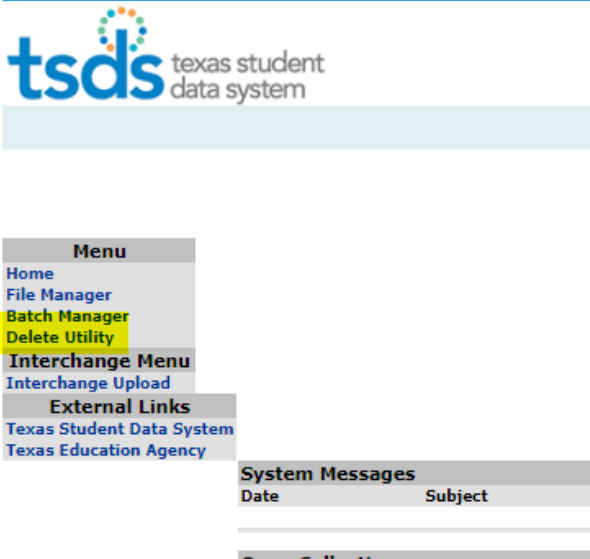
If you do not see an expected function, you may have selected an organization for which you do not



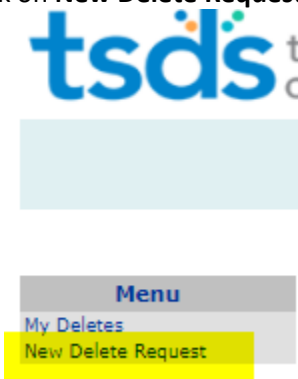


53. The eDM application tab will open on your internet browser.

54. Click on "Delete Utility".



55. Click on **New Delete Request**.



56. Scroll down to the bottom of page and determine which category you need to delete. Click on the + sign to the left of it.

- 2023 EXYR1 - Data Collection
- 2023 EXYR2 - Data Collection
- 2023 EXYR3 - Data Collection
- 2023 FALL1 - Data Collection
- 2023 FALL2 - Data Collection
- 2023 FALL3 - Data Collection
- 2023 MDYR1 - Data Collection
- 2023 MDYR2 - Data Collection
- 2023 MDYR3 - Data Collection
- 2023 SUMR1 - Data Collection
- 2023 SUMR2 - Data Collection
- 2023 SUMR3 - Data Collection



## 2023 TSDS - Data Collection

57. For the particular category, click on the Blue Arrow.

Ex 1: 2023 SUMR1 - Data Collection

### **Deletes Categories by Interchange Files**

Delete All Interchange Files and start all over

- Delete PEIMS Summer - LEA

InterchangeEducationOrganizationExtension.xml

- No delete category  
StudentAttendance.xml
- Delete All PEIMS Attendance Data
- Delete All PEIMS Attendance Data by Campus
- Delete All PEIMS Attendance Data by Campus and Instructional Track
- Delete PEIMS Attendance Data for a Specific Student
- Delete PEIMS Attendance Data for a Specific Student by Campus
- Delete PEIMS Attendance Data for a Specific Student by Campus and Instructional Track
- Delete PEIMS Attendance Data for a Specific Student by Instructional Track

StudentTranscript.xml

- Delete All PEIMS Classroom Link Data
- Delete All PEIMS Classroom Link Data for a Specific Class ID
- Delete All PEIMS Course Completion Data
- Delete PEIMS Course Completion Data for a Specific Student
- Delete Student Record For PEIMS

StudentProgramExtension.xml

- Delete All PEIMS Student Program Data
- Delete PEIMS Student Program Data by Specific Student
- Delete Student Record For PEIMS

EdOrgCalendar.xml

- Delete Ed Org Calendar Data
- Delete Ed Org Calendar Data by Campus

StudentExtension.xml

- Delete PEIMS - Student Category
- Delete Student Record For PEIMS

StudentDiscipline.xml

- Delete PEIMS Discipline Data for a Specific Student
- Delete PEIMS Summer Discipline - LEA
- Delete PEIMS Summer Discipline Incident

Ex 2:





# Manage Data Loads and PEIMS Application



**Scenario:** If you need to delete all the records for the PEIMS Fall Submission,

**Steps:**

Expand on “2023 Fall1 – Data Collection” and click on the Blue Arrow for “Delete PEIMS Fall – LEA”.

2022 FALL1 - Data Collection

Delete Name	Action
Delete All PEIMS Student Program Data	
Delete PEIMS - Staff Category	
Delete PEIMS - Student Category	
Delete PEIMS Fall - LEA	
Delete PEIMS Finance - LEA	
Delete PEIMS Student Program Data by Specific Student	
Delete Staff Record For PEIMS	
Delete Student Record For PEIMS	

58. Enter Comments since it is a required field. Then click on Preview Delete.

Delete PEIMS Fall - LEA

District Code024901

Collection Code2022 FALL1

Comments\*

Preview Delete





# Manage Data Loads and PEIMS Application



59. Click on Confirm Delete.

<b>Menu</b>	<b>Delete PEIMS Fall - LEA</b>
My Deletes	District Code - <input type="text"/>
New Delete Request	Collection Code - 2022 FALL1
	Comments - full delete
	<input type="button" value="Confirm Delete"/> <input type="button" value="Cancel"/>

<b>Delete Summary</b>	
SCHOLWHS.CLASS_SUMMARY	483
SCHOLWHS.COURSE	149
SCHOLWHS.DIMENSION_IDENT_VALUE	2228
SCHOLWHS.DISTRICT_FACT	1
SCHOLWHS.DISTRICT_YEAR	1
SCHOLWHS.GL_FACT	190
SCHOLWHS.LOCATION_FACT	3
SCHOLWHS.LOCATION_YEAR	4

60. The screen switches to the My Deletes list. Confirm the request you submitted shows Status = SUCCESS.

<b>Menu</b>	<b>My Deletes</b>
My Deletes	
New Delete Request	

Login Id	Delete Name	Rows Deleted	Date Executed	Audit Params	Comments	Status	Action
diana.perez2	Delete TSOS - ALL DATA	308184	2021-11-09 08:31:09	District Code: <input type="text"/> Collection Code:TSOS;Snapshot Date:2022-06-30	Delete requested from EDM for Batch Id:568099	SUCCESS	
diana.perez2	Delete PEIMS Fall - LEA	0	2021-11-04 13:10:59	District Code: <input type="text"/> Collection Code:FALL1;Snapshot Date:2021-10-03	Delete requested from EDM for Batch Id:566714	SUCCESS	
diana.perez2	Delete TSOS - ALL DATA	0	2021-10-08 08:00:17	District Code: <input type="text"/> Collection Code:TSOS;Snapshot Date:2022-06-30	Delete requested from EDM for Batch	SUCCESS	

61. Exit the screen by clicking Exit on the top right-hand corner.

## Requesting an Extension (if needed)

The Superintendent of the LEA or his/her designee can request an extension if there are extenuating circumstances. The request should be submitted prior to PEIMS Due Date.

62. Click on Administration tab. The Administration tab will only be available to the Superintendent or designee who has the PEIMS Data Approver role.





# Manage Data Loads and PEIMS Application



deb.test (0)

deborah.deberry@tea.texas.gov

Support

Help

Exit

LEARNING TEST ISD (701603) \$ 2020-2021 GO

tsds

texas student data system

Home

Data Promotions

Validations

Prepare/Finalize Submission

View Reports

Administration

The mission of the Texas Education Agency is to provide leadership, guidance and resources to help schools meet the educational needs of all students ([read more about the agency](#)).

The TSDS Core Collection is an effort to consolidate approximately 160 separate data collection systems at TEA. The TSDS Core Collection improves and standardizes the completion, submission, validation and reporting processes for many of these data collections. In some cases, the legacy collections require manual data submissions; TSDS automates those laborious and error prone processes and creates a single, unified system for data submission that is consistent and easy to use.

63. Enter the Proposed Extension Date and Extension Reason. Then click Submit.  
*Extension requests will be reviewed by TEA and approved or denied. An email will be sent to the Superintendent stating the outcome of the request and the extended Collection due date.  
The due date is not extended until TEA notifies the Superintendent of the extended due date.*

tsds

texas student data system

Home

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Home » Request Submission Extensions

Request Submission Extensions

School Year:

Collection:

LEA Close Date:

\*Proposed Extension Date:

\*Extension Reason:

2020-2021

12/31/2017

(mm/dd/yyyy)

Submit

Reset

Show 50 entries

Search:

PDF

XLS

Print

ID	SY	Organization	Extension Date	Extension Reason	Extension Status	Update User	Last Update
No records to Display							

Showing 0 to 0 of 0 entries

First

Previous

Next

Last

