

**KG ECDS Submission Quick Reference**

1. Apply for necessary TEAL/TSDS roles.

* ODS Data Loader
* Core Data Completer w/ECDS Access Privileges
* Core Data Approver w/ECDS Access Privileges

1. Download & Install ***Validation Tool*** –TEAL>Texas Student. Data System Portal>Utilities>Download Validation Tool.
2. Download & Install ***Notepad++.***
3. Extract data in student software.
4. Create TSDS Interchange files.

* EducationOrganization
* MasterSchedule
* StudentExtension
* StudentEnrollment
* Staff Association

1. Validate files using the Validation Tool – check for errors.
2. Upload PEIMS files in TEAL>Texas Student Data System Portal>Manage Data Loads>Interchange Uploads>2024 TSDS – check for errors (X).
3. Select the files to ***Add to Batch*** in File Manager.
4. ***View Batch.***
5. Name the batch in the comments area.
6. ***Process Batch*** – check for errors (X).
7. Verify with assessment vendor files have been sent to TEA.
8. Verify correct submission at top of screen.



1. Load Assessment Data in TEAL>Texas Student Data System>Core Collection>Data Promotions>Load Assessment Data.
2. Verify the assessment files completely loaded in Batch Manager. Make corrections as needed.
3. Promote the data in TEAL>Texas Student Data System Portal>Promote Loaded Data>Data Promotions tab.
4. Confirm the Data Promotion – check for errors.
5. Validate the data in TEAL>Texas Student Data System Portal>Promote Loaded Data>Validations tab.
6. Confirm the Data Validation – check for Fatals, Specials, and Warnings.
7. If new files need to be loaded to correct errors, use the ***Delete Utility*** – TEAL>Texas Student Data System Portal>Manage Data Loads>Delete Utility or the Delete option in File Manager.
8. Repeat Steps 5 through 19 as needed until fatal free and all specials and warnings have been verified.
9. Print and verify reports.
10. Complete the submission.

\*\*\*\*\*\*Don’t forget the checkbox\*\*\*\*\*\*