



PEIMS Fall Submission 1

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- **Promoting PEIMS Data**
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- **Searching PEIMS Data**
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TSDS PEIMS Fall Submission 1

TSDS PEIMS – Submission Responsibilities & Requirements

The Texas Student Data System (TSDS) is a statewide system for collecting and reporting education data for Texas publicly funded schools.

2022-2023 PEIMS Fall Submission Timeline

| PEIMS Fall Submission (Sub 1) | |
|--|-------------------------|
| TSDS PEIMS ready to load data to eDM | August 1, 2022 |
| PEIMS Fall submission ready for users to promote data | September 12, 2022 |
| Close of school-start window - Last Friday in September | September 30, 2022 |
| PEIMS Fall snapshot date | October 28, 2022 |
| TSDS PEIMS Fall ready for users to complete, approve, and accept submissions | October 31, 2022 |
| Requests to retire Unique IDs due at TEA for PEIMS Fall first submission | December 2, 2022 |
| PEIMS Fall first submission due date for LEAs and ESCs | December 8, 2022 |
| Requests to retire Unique IDs due at TEA for PEIMS Fall resubmission | January 13, 2023 |
| PEIMS Fall resubmission due date for LEAs and ESCs | January 19, 2023 |
| PEIMS Fall data available to customers | February 16, 2023 |

TSDS TWEDS – Texas Education Data Standards

The data submitted through TSDS must be in XML format as defined in TEDS (Texas Education Data Standards). The TEDS is located on the TSDS website.

http://www.texasstudentdatasystem.org/TSDS/TEDS/TEDS_Latest_Release/

| TEDS 2022-2023 | Released |
|---|-----------|
| TSDS TEDS Change Logs | 9/15/2022 |
| 2022-2023 Texas Education Data Standards via TWEDS | 9/15/2022 |

According to TEDS the LEAs (Local Education Agencies) are responsible for:

- Submitting current, complete, and accurate data for all XML files required for each submission
- Validating and editing data according to the business rules and validations
- Correcting all errors during the validation process
- Delivering “fatal-free” corrected PEIMS data on or before any due dates set by the ESC or TEA.

TSDS TWEDS – eDM Dictionaries and Guides

TEDS provides error dictionaries to assist in translating and troubleshooting errors in File Manager and Batch Manager as well as guides for deleting/reloading data. There is also a guide that cross-references validation rules with the associated elements and interchanges.

| eDM | Released |
|---|------------|
| eDM Error Dictionary (XLS) | 10/10/2018 |
| eDM Error Dictionary - Batch Manager (PDF) | 10/10/2018 |
| eDM Error Dictionary - Duplicates (PDF) | 10/15/2018 |
| eDM Error Dictionary - File Manager (PDF) | 10/10/2018 |
| eDM Error Dictionary - Reference Guide (PDF) | 10/10/2018 |
| Delete Utility Reload Guide (PDF) | 09/22/2020 |
| Field Validation Rule Interchange Guide (PDF) | 10/10/2018 |

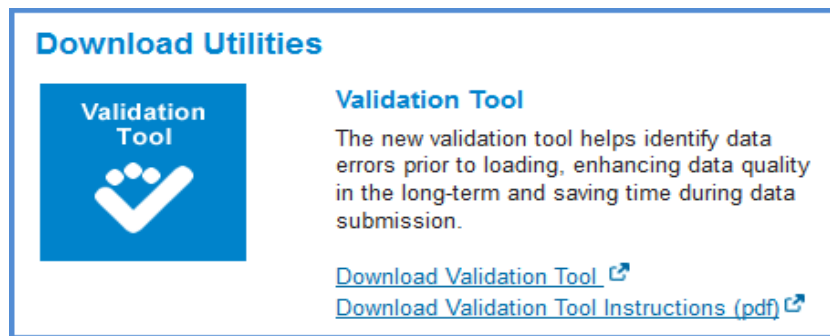
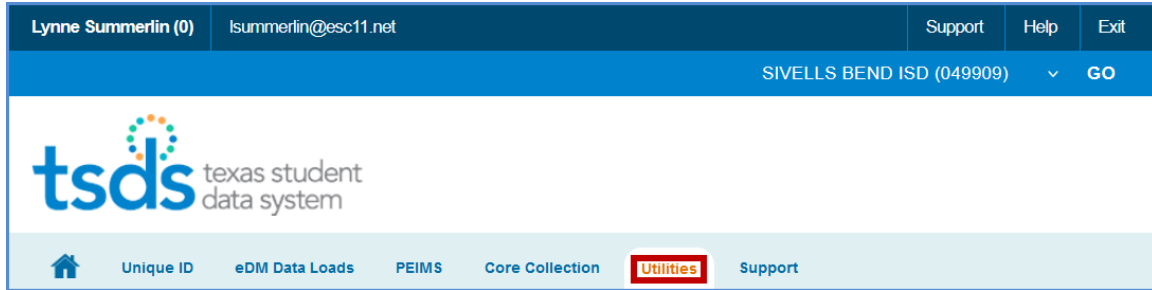
TSDS – PEIMS Access and User Roles

The TSDS PEIMS application is only available to authorized ESC, district, and campus staff. A TEAL logon is required as well as access to the Texas Student Data System Portal. Different roles can be assigned to the user based on the access required. There are seven different roles in the PEIMS application, each with a different level of access.

- **ODS Data Loader (ESC/LEA)** – This role allows the user to upload PEIMS Interchanges to TSDS.
- **PEIMS Campus Submitter (Campus)** – This role allows the user to promote loaded data, validate (prepare) data, search all PEIMS data, and **view PEIMS reports for a specific campus.**
- **PEIMS Data Submitter (LEA)** - This role allows the user to promote loaded data, validate (prepare) data, search all PEIMS data, and view PEIMS reports at the district level.
- **PEIMS Data Completer (LEA)** – This role allows the user to promote loaded data, validate (prepare) data, complete (finalize) data, search all PEIMS data, and view reports at the district level.
- **PEIMS Data Approver (LEA Superintendent)** – This role allows the Superintendent to approve the PEIMS data submission and apply for an extension if necessary.
- **PEIMS Data Acceptor (ESC)** - This role allows the user at the ESC to view and run reports, accept, or reject the PEIMS data submission.

Downloading Validation Tool

TEA provides a **Validation Tool** to validate the format and naming conventions for the PEIMS interchanges. The Validation Tool is in **TEAL > Texas Student Data System Portal > Utilities** for downloading.



- Click **Download Validation Tool** to download the tool.
- Click **Download Validation Tool Instructions (pdf)** to download a copy of the installation instructions.

Note: If you have previously installed the Validation Tool, the **Check for Updates** option in it does not update to the most current version. You must download and install the Validation Tool again.

Validating PEIMS Interchanges – Validation Tool

Once the Validation Tool has been downloaded and installed click on the validation tool icon to open the tool.



- Select **File > Validation Tool**. The Validation Tool opens in a separate window.

Validation Tool

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Select Files to Validate

School Year: **2022-2023** Collection: **PEIMS Fall** Browse:

DTU Folder: Send Validated Files to DTU

Selected Files

| # | Name | Path | Size | Status |
|---|---|---|----------|---------------|
| 1 | 049909_000_2023FALL1_202210120852_InterchangeEducationOrga... | C:\Users\summerlin\OneDrive - ESC Region 11\TSDS Fall ... | 17.2 KB | Not Processed |
| 2 | 049909_000_2023FALL1_202210120852_InterchangeFinanceExtensi... | C:\Users\summerlin\OneDrive - ESC Region 11\TSDS Fall ... | 240 B | Not Processed |
| 3 | 049909_000_2023FALL1_202210120852_InterchangeSSAOrganizatio... | C:\Users\summerlin\OneDrive - ESC Region 11\TSDS Fall ... | 1.5 KB | Not Processed |
| 4 | 049909_000_2023FALL1_202210120852_InterchangeStaffAssociatio... | C:\Users\summerlin\OneDrive - ESC Region 11\TSDS Fall ... | 117.4 KB | Not Processed |
| 5 | 049909_000_2023FALL1_202210120852_InterchangeStudentEnrollm... | C:\Users\summerlin\OneDrive - ESC Region 11\TSDS Fall ... | 50.6 KB | Not Processed |
| 6 | 049909_000_2023FALL1_202210120852_InterchangeStudentExtensi... | C:\Users\summerlin\OneDrive - ESC Region 11\TSDS Fall ... | 184.1 KB | Not Processed |
| 7 | 049909_000_2023FALL1_202210120852_InterchangeStudentProgra... | C:\Users\summerlin\OneDrive - ESC Region 11\TSDS Fall ... | 131.8 KB | Not Processed |

Process Files Details Clear All Remove File

tsds Open TSDS

- Select the **School Year 2022-2023**.
- Select the **Collection**.
- Click the **folder icon** to browse for and select the PEIMS files (files must be unzipped).
- Click **Process Files**. The results of the validation are reported in the status field.
- If you have files that **Fail**, you can click on the file name and click the **Details** button.

Validation Tool

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Select Files to Validate

School Year: **2022-2023** Collection: **PEIMS Fall** Browse:

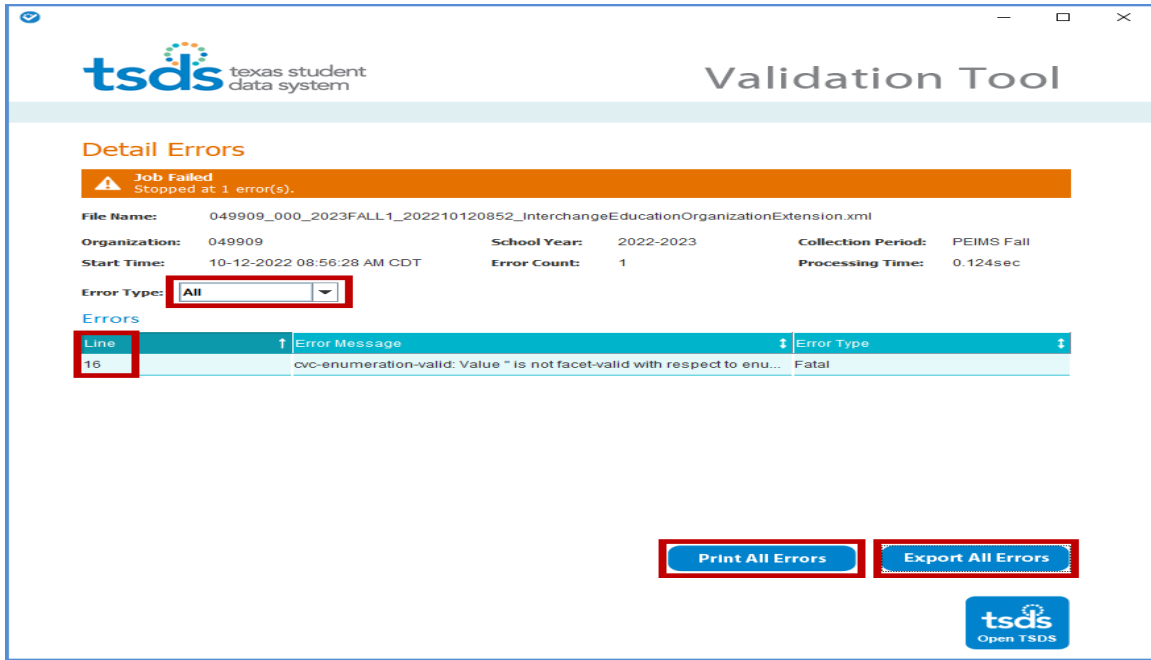
DTU Folder: Send Validated Files to DTU

Selected Files

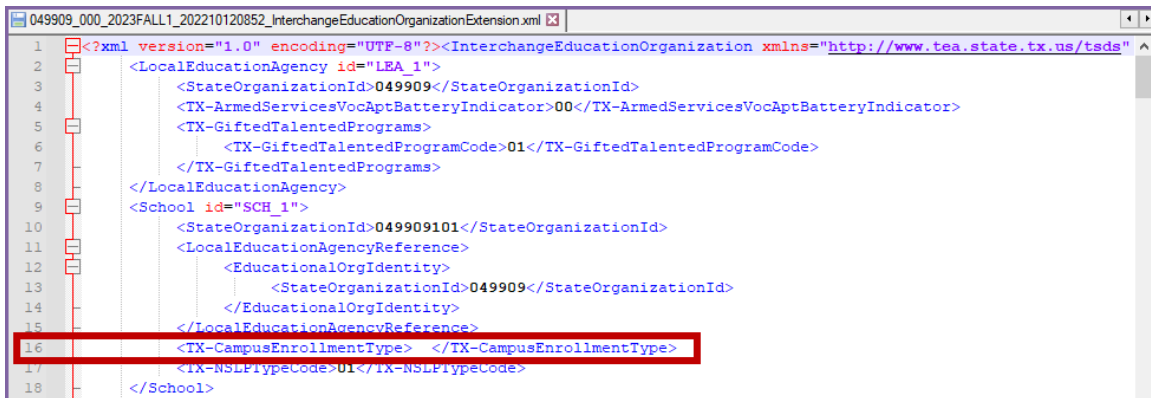
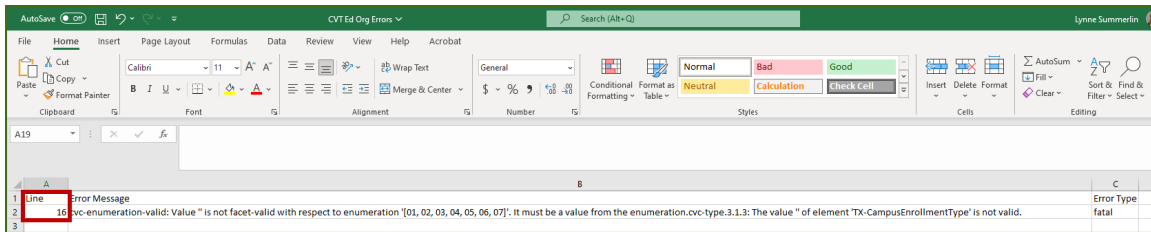
| # | Name | Path | Size | Status |
|---|---|---|----------|--------|
| 1 | 049909_000_2023FALL1_202210120852_InterchangeEducationOrga... | C:\Users\summerlin\OneDrive - ESC Region 11\TSDS Fall ... | 17.2 KB | Failed |
| 2 | 049909_000_2023FALL1_202210120852_InterchangeFinanceExtensi... | C:\Users\summerlin\OneDrive - ESC Region 11\TSDS Fall ... | 240 B | Failed |
| 3 | 049909_000_2023FALL1_202210120852_InterchangeSSAOrganizatio... | C:\Users\summerlin\OneDrive - ESC Region 11\TSDS Fall ... | 1.5 KB | Passed |
| 4 | 049909_000_2023FALL1_202210120852_InterchangeStaffAssociatio... | C:\Users\summerlin\OneDrive - ESC Region 11\TSDS Fall ... | 117.4 KB | Passed |
| 5 | 049909_000_2023FALL1_202210120852_InterchangeStudentEnrollm... | C:\Users\summerlin\OneDrive - ESC Region 11\TSDS Fall ... | 50.6 KB | Passed |
| 6 | 049909_000_2023FALL1_202210120852_InterchangeStudentExtensi... | C:\Users\summerlin\OneDrive - ESC Region 11\TSDS Fall ... | 184.1 KB | Passed |
| 7 | 049909_000_2023FALL1_202210120852_InterchangeStudentProgra... | C:\Users\summerlin\OneDrive - ESC Region 11\TSDS Fall ... | 131.8 KB | Passed |

Process Files **Details** Clear All Remove File

tsds Open TSDS



- The Detail Errors page appears, errors can be viewed on the screen by selecting Error Type (All, Fatal, Warning, or Special Warning).
- Errors may also be printed by selecting **Print All Errors** or saved in Excel format by selecting **Export All Errors**.



- Files can be manually loaded in TSDS by clicking on the **Open TSDS** button. This will take you to the TEAL login screen.

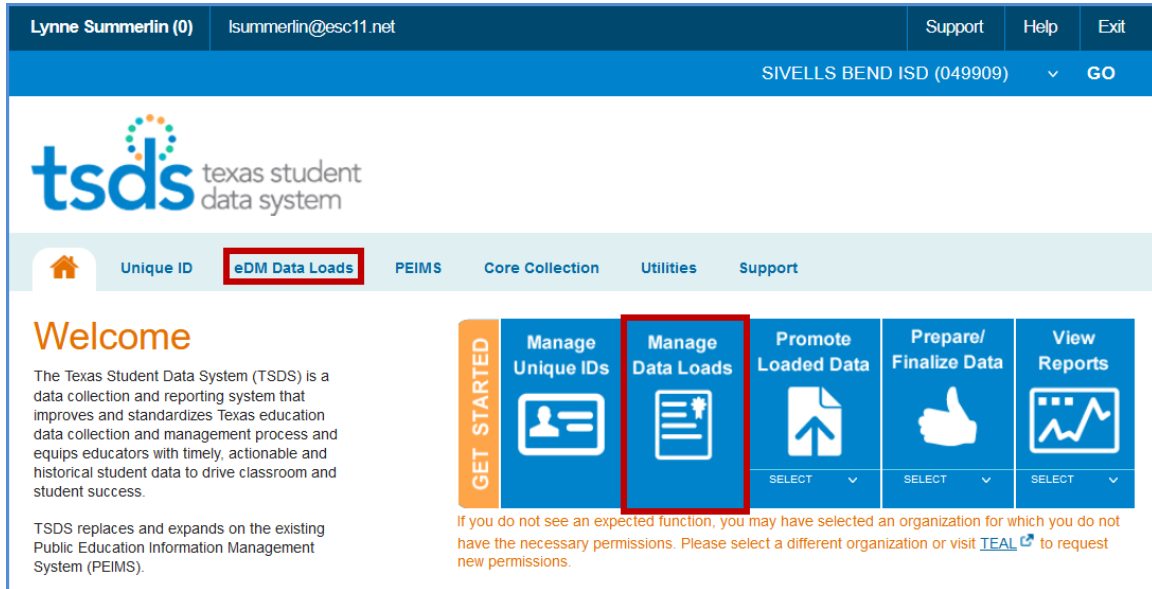
Note: Failed files will not load in TSDS. Files with errors will load, but errors will need to be corrected prior to finalizing the PEIMS Submission.

Uploading PEIMS files – TSDS PEIMS Data Upload

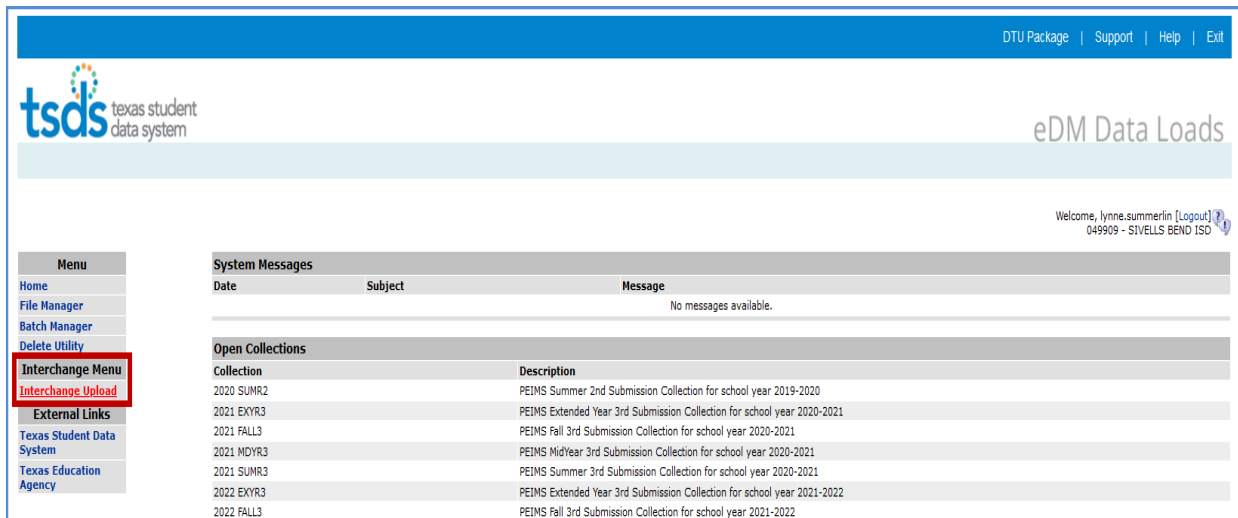
The TSDS portal is the way to access any of the TSDS applications or utilities to which users have access. The tabs that appear on the portal depend upon the access that t been granted in TEAL.

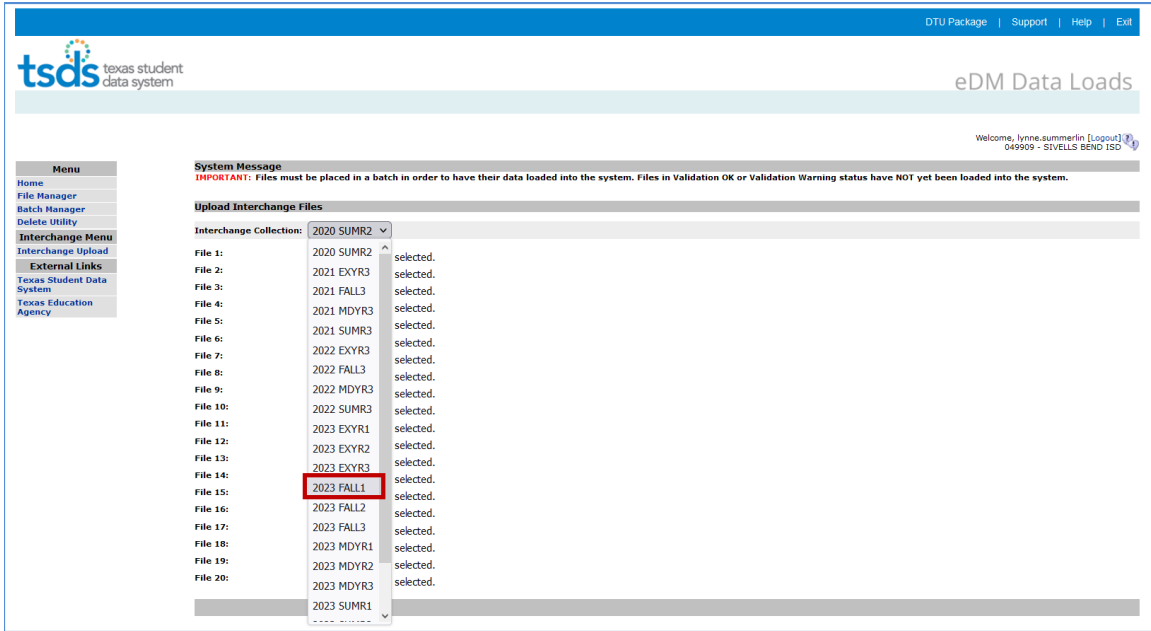
The eDM Data Loads tool allows users to load data from their local systems to TSDS.

- Once logged into **TEAL** and select **Texas Student Data System Portal**.
- On the Home screen select **Manage Data Loads**.



- Under **Interchange Menu**, select **Interchange Upload**.





- Select the **Interchange Collection** from the drop-down menu.
- Click the **Browse** button for **File 1** and select the file from your computer.
- Click the **Browse** button for **File 2** and select the next file from your computer.
- Continue until all require files have selected.

Note: The files must be loaded in the following order:

- **InterchangeEducationOrganizationExtension**
- **InterchangeStudentExtension**
- **InterchangeStudentEnrollmentExtension**
- **InterchangeStaffAssociationExtension**
- **InterchangeStudentProgramExtension**
- **InterchangeSSAOrganizationAssociationExtension**
- **InterchangeFinanceExtension**

- Click **Upload**. The files are validated and uploaded to the File Manager.



Note: Files can be zipped for easier upload. Select all files, right-click, and send to > Compressed (zipped) folder. Upload the one file.

- Once the files have been completely uploaded, the **File Manager** screen appears.

The screenshot shows the 'File Manager' screen in the TSDS eDM Data Loads application. A red box highlights the 'File Manager' menu item. Below the menu, there is a search bar and a table of uploaded files. The table has columns for File ID, Collection, File Name, Upload Time, Status, and Actions. The first row shows a file with File ID 5917845 and Collection 2023 FALL1. The status column shows a green checkmark icon, indicating successful upload.

- The files will be processed for errors.

This screenshot shows the 'File Manager' screen after processing. The table now includes a file with File ID 5917859 and Collection 2023 FALL1. This file has a red 'X' icon in the status column, indicating a failed upload. A red box highlights this icon. The 'Actions' column for this file includes a spyglass icon, which is used to view error details.

- Any failed files  will not batch.
- Any files with errors will have a red  in the status column. To view errors click on the spyglass and scroll to the bottom of the screen and open the **.TAB** file.

The screenshot shows the 'File Content' view for the failed file. It displays the file name and a 'Download File' button. Below, the 'File Preview' section shows error messages. The first error is: 'Error 1: XSD cvc-pattern-valid: Value '' is not facet-valid with respect to pattern '[id](2)' for type 'TX-CampusEnrollmentType''. The second error is: 'Error 2: XSD cvc-type.3.1.3: The value '' of element 'TX-CampusEnrollmentType' is not valid.'

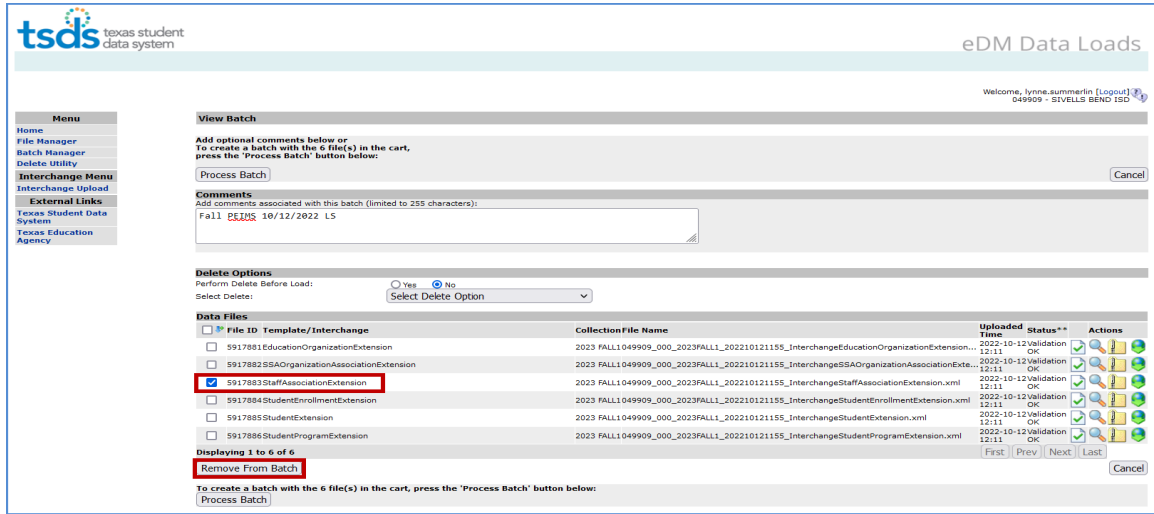
- Make all corrections necessary in the software, run the Validation Tool again, and resubmit the files.

The screenshot shows the 'File Manager' interface for 'eDM Data Loads'. On the left is a navigation menu with options like 'Home', 'File Manager', 'Batch Manager', and 'Delete Utility'. The main area has a search bar and a table of uploaded files. The 'Add to Batch' button is highlighted with a red box. The table has columns for 'File ID', 'Collection', 'File Name', 'Uploaded Time', 'Status', and 'Actions'. Six rows of files are shown, each with a green checkmark in the 'Status' column, which is also highlighted with a red box. Below the table, it says 'Displaying 1 to 6 of 6'. A note at the bottom states: '**Only files with a status of or can be added to a batch. Files in red italics can not be added to a batch because their collection is CLOSED. They can only be deleted.'

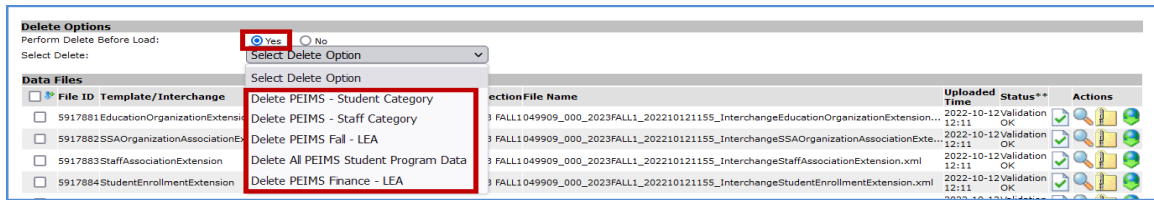
- Once all the files have a green checkmark in the status column, select all of the files and click **Add to Batch**. The **View Batch** button appears.

This screenshot shows the same 'File Manager' interface, but now the 'View Batch' button is highlighted with a red box. The table of files remains the same, with all 'Status' cells containing green checkmarks. The 'Add to Batch' button is no longer visible, and 'View Batch' is now the primary action button. The rest of the interface, including the navigation menu and footer note, is identical to the previous screenshot.

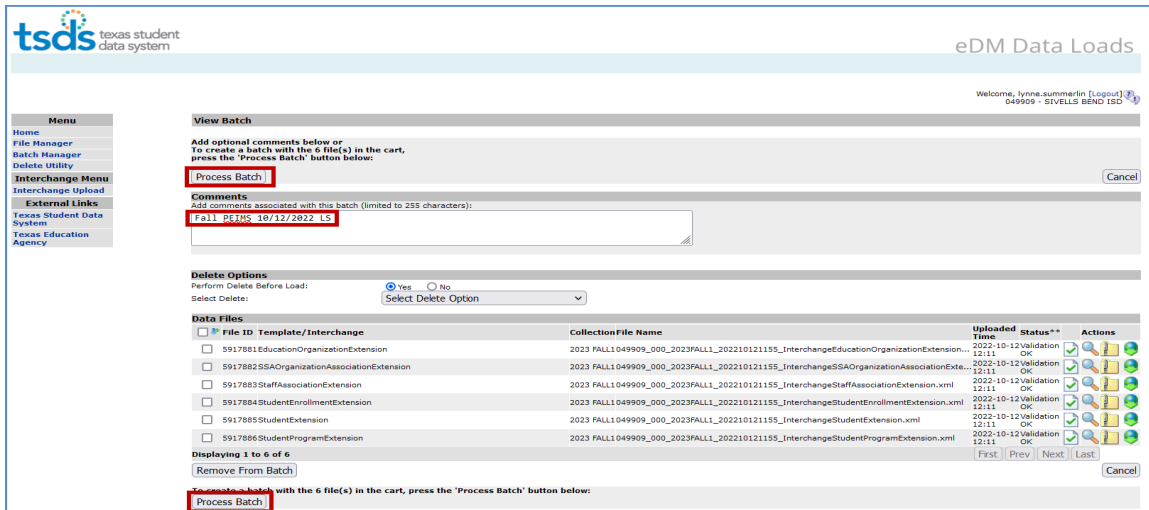
- Select the **View Batch** button.
- From the next screen the user may add comments regarding the batch, remove files from the batch, delete files, or process the batch. It is suggested that comments be added naming the file if the files are being uploaded manually.



- To remove files from the batch, select the appropriate files and click **Remove from Batch**.
- The selected file is removed from the View Batch screen but remains in the File Manager.



- Districts can delete data prior to processing the new batch. The Delete Utility has been integrated into the Batch Manager process.
- To delete data, select **Yes** by **Perform Delete Before Load**.
- From the **Select Delete Option** pulldown, select the data to be deleted.



- To process the batch, select the appropriate files and click **Process Batch**. The **Batch Manager** screen appears:

Batch Manager

Search

Date From: 09/19/2022 Date To: 10/14/2022 Batch Status: All

| Batch ID | Collection Name | Comments | Modified Time | Batch Status | Data Status | Actions |
|----------|-----------------|---------------------------|------------------|--------------|-------------|---------|
| 660814 | 2023 FALL1 | FALL1 PEIMS 10/12/2022 LS | 2022-10-14 07:42 | In Queue | | |
| 657953 | 2023 TSDS | TSDS CRF 10/5 LS | 2022-10-05 12:42 | Complete | | |

Displaying 1 to 2 of 2

- The **Batch Manager** screen appears with a list and status of all batches that have been processed. Batches can have a completed status with errors (**red X**) or no errors (**green checkmark**).

Batch Details

Batch ID: 660940

Auto Batched: No

Last Modified: 2022-10-14

Batch Status: Complete

Priority: 9

Data Status:

Delete Executed: N/A

Records Deleted: N/A

Comments: FALL1 PEIMS 10/14 LS

| File ID | Collection | File Name | Uploaded Time | Batch Status | Data Status | Actions |
|-------------|------------|--|---------------|---------------|-------------|---------|
| 59231552023 | FALL1 | 049909_000_2023FALL1_202210121155_InterchangeEducationOrganizationExtension.xml | 2022-10-14 | Plan Complete | | |
| 59231562023 | FALL1 | 049909_000_2023FALL1_202210121155_InterchangeSSAOrganizationAssociationExtension.xml | 2022-10-14 | Plan Complete | | |
| 59231572023 | FALL1 | 049909_000_2023FALL1_202210121155_InterchangeStaffAssociationExtension.xml | 2022-10-14 | Plan Complete | | |
| 59231592023 | FALL1 | 049909_000_2023FALL1_202210121155_InterchangeStudentExtension.xml | 2022-10-14 | Plan Complete | | |
| 59231582023 | FALL1 | 049909_000_2023FALL1_202210121155_InterchangeStudentEnrollmentExtension.xml | 2022-10-14 | Plan Complete | | |
| 59231602023 | FALL1 | 049909_000_2023FALL1_202210121155_InterchangeStudentProgramExtension.xml | 2022-10-14 | Plan Complete | | |

Displaying 1 to 6 of 6

Cancel **Download All Error Files**

- To view the files with errors, click the spyglass to open the batch and then click on the spyglass next to the file with errors; or
- Click on **Download All Error Files**.

| ETL Generated Files | | | |
|--|---------|--------------------|-------------------|
| File | Records | Last Modified Date | View File Content |
| EducationOrganizationExtension_UsingStage_LP.log | 3 | 2022-10-14 10:13 | |
| EducationOrganizationExtension_UsingStage_LP_PARAMS.txt | 23 | 2022-10-14 10:13 | |
| ERROR_EducationOrganizationExtension_20221014.TAB | 2 | 2022-10-14 10:13 | |

Cancel

- To view the actual errors, click on the spyglass next to the **ERROR.TAB** file or the **DUPLICATES.TAB** file.

Welcome, lynne.summerlin [Logout] 049909 - STIVELLS BEND ISD

File Content - Data File ID: 5923155; Data File Name: 049909_000_2023FALL1_202210121155_InterchangeEducationOrganizationExtension.xml

Filename: ERROR_EducationOrganizationExtension_20221014.TAB
 Action: Download File

File Preview
 Note: For performance reasons, only the first 100 rows of a file is displayed. To view the entire contents of larger files, you must download the file.

| District Error Message | District Values |
|---|---|
| Values Not in Scholwhs.Course_Catalog Table | District_Code = 000000, School_Year = 6/30/2023, Catalog_Course_Cd = 01010999 |
| Values Not in Scholwhs.Course Table | Course_Id = 01010999, Location_Id = 049909101 |

Cancel

Welcome, lynne.summerlin [Logout] 049909 - STIVELLS BEND ISD

File Content - Data File ID: 5923157; Data File Name: 049909_000_2023FALL1_202210121155_InterchangeStaffAssociationExtension.xml

Filename: ERROR_StaffAssociationExtension_20221014.TAB
 Action: Download File

File Preview
 Note: For performance reasons, only the first 100 rows of a file is displayed. To view the entire contents of larger files, you must download the file.

| Error Message | Error Values |
|-------------------------------------|---|
| Values Not in Scholwhs.Course Table | District_Code = 049909, Location_Id = 049909101, School_Year = 6/30/2023, Period.Period_End_Date = 10/3/2022, Period_Level_Desc = PEIMS, Course_Id = 01010000, Semester = N/A |

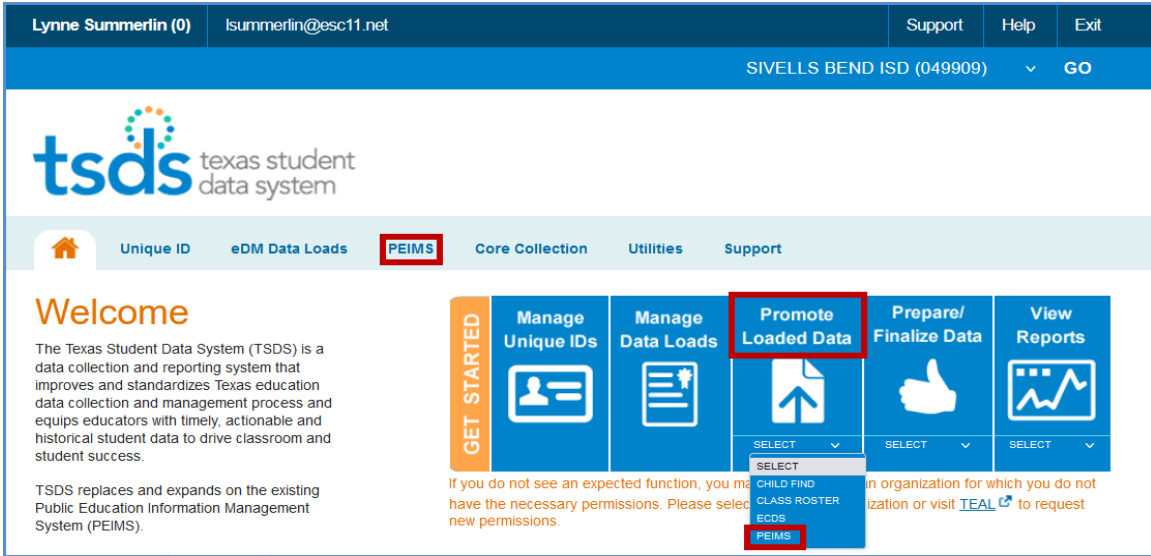
Cancel

- Click **Cancel** to return to previous screens.
- Make corrections as needed in the software, create new interchanges, validate again, and resubmit the files.
- Logout** and **Exit** programs.

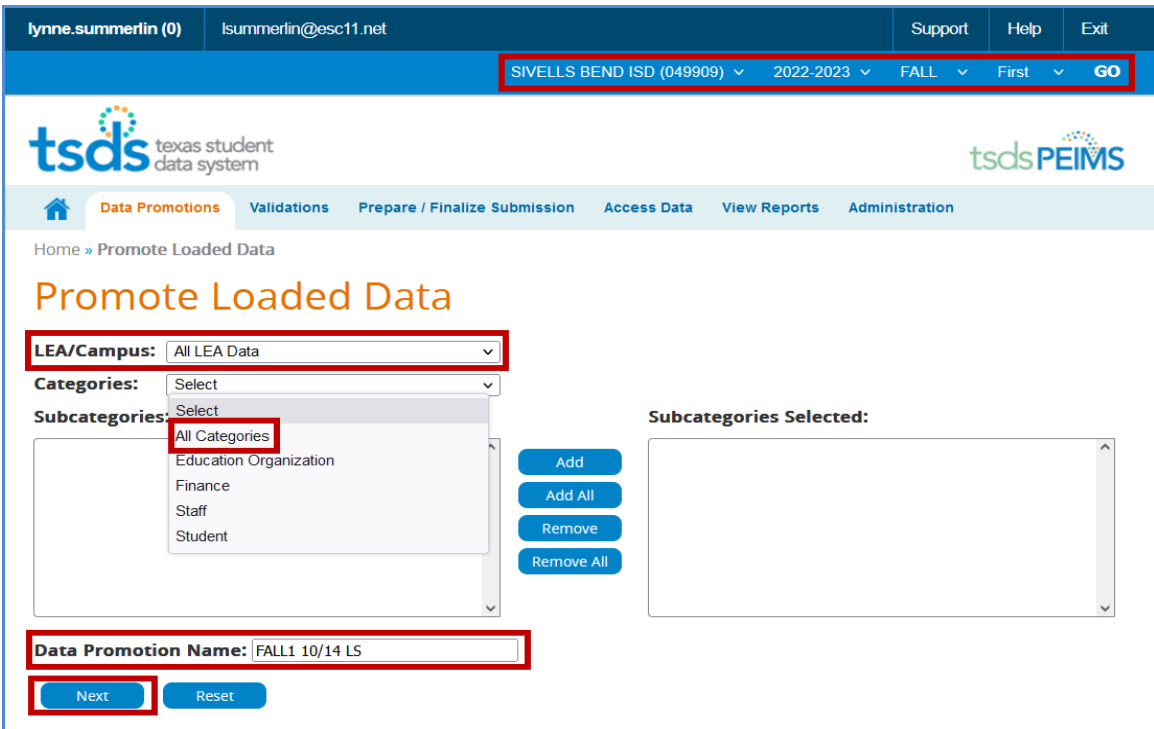
Promoting PEIMS files – TSDS PEIMS Promote Loaded Data

The eDM Promote Loaded Data tool allows users to promote data that has been loaded and batched.

- Log in to **TEAL** and select **Texas Student Data System Portal**.
- On the Home screen select **PEIMS>Promote Loaded Data**.



- The **Data Promotion** screen appears:



- Verify the correct submission is selected. If not, select it from the pull-down menu and click **GO**.
- From the **Categories** pull-down menu, select **All Categories** or the **individual categories** to be promoted. If individual categories are selected user may also select individual subcategories.
- Enter a **Data Promotion Name**.
- Click **Next** to continue or **Reset** to clear selections.
- The **Confirm Data Promotion** screen appears:

Home » Summary Promote Data

Confirm Data Promotion

School Year: 2022-2023
Collection: FALL
Submission: First
Organization: SIVELLS BEND ISD
Data Promotion Name: FALL1 10/14 LS

Summary of Selected Category List

| Organization Name | Categories/Subcategories |
|------------------------------------|---|
| SIVELLS BEND ISD | Education Organization/Campus |
| | Education Organization/Local Education Agency |
| | Education Organization/SSA Organization Association |
| | Finance/Budget |
| | Staff/Contracted Instructional Staff |
| | Staff/Employment-Payroll Summary |
| | Staff/Payroll |
| | Staff/Responsibility |
| | Staff/Staff Basic Information |
| | Student/Enrollment (Programs) |
| | Student/Enrollment (School Association) |
| | Student/School Leaver |
| | Student/Special Education Program |
| | Student/Student Basic Information |
| Student/Student Graduation Program | |
| Student/Title I Part A Program | |

- Verify the **Categories/Subcategories**.
- Click **Submit**, **Cancel**, or **Back**.
- The **Monitor Data Promotions** screen appears:

SIVELLS BEND ISD (049909) | 2022-2023 | FALL | First | GO

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Home » Monitor Data Promotions

Monitor Data Promotions

Show Search Criteria LEA Promotion Errors ↻

Show entries | Search Table: | PDF | XLS | Print

| Data Promotion Name | Collection | Submission | Scheduled By | Scheduled At | Status | Error Report |
|---------------------|------------|------------|----------------|---------------------|-----------|--------------|
| FALL1 10/14 LS | FALL | First | lyne.summerlin | 10/17/2022 08:56 AM | COMPLETED | View |

Showing 1 to 1 of 1 entries | First | Previous | 1 | Next | Last

- This screen shows the status of the data promotion, promotion error reports, and a confirmation message that the data was promoted.
- To view promotion errors, click the **View** link under Error Report or click the **LEA Promotion Errors** button.
- The **LEA Data Promotion Errors** screen appears:

SIVELLS BEND ISD (049909) | 2022-2023 | FALL | First | GO

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Home » Monitor Data Promotions » Data Promotion Error Report by Job

Data Promotion Error Report by Job

Show entries | Search Table: | PDF | XLS | Print

| Category | Subcategory | Severity | Message |
|-----------------------|-------------|----------|---------|
| No records to Display | | | |

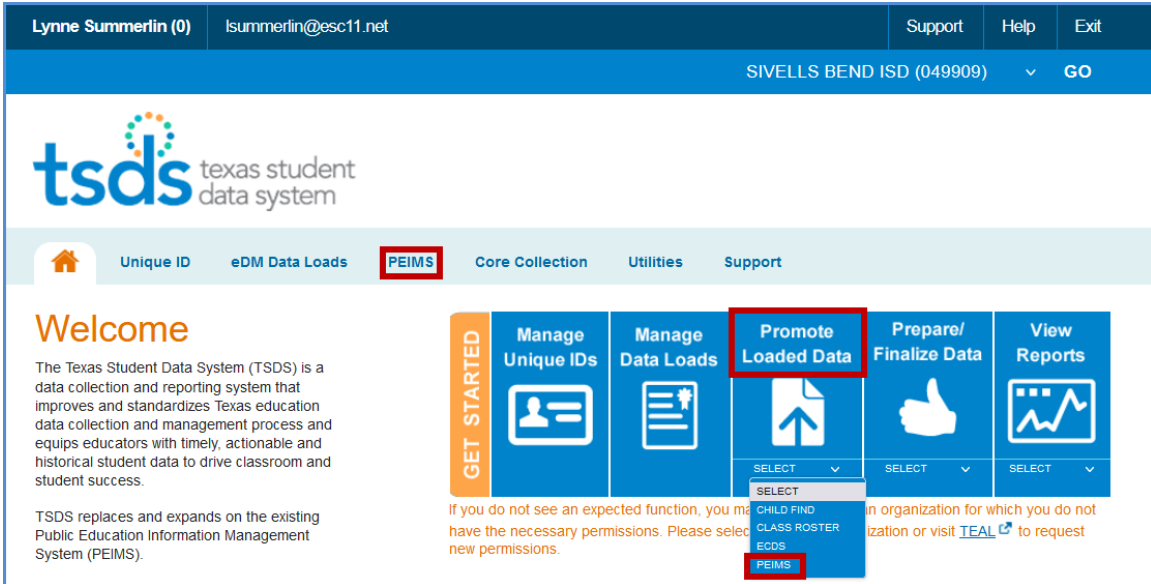
Showing 0 to 0 of 0 entries | First | Previous | Next | Last

- This screen will list any errors by Category, Subcategory, Severity, along with the error message. Errors can be saved as a PDF or XLS file or can be printed by selecting the appropriate button.

Validating PEIMS files – TSDS PEIMS Promote Loaded Data > Validations

This screen allows users to validate data that has promoted in TSDS. This is where the district will be able to view the Fatafs, Warnings, and Special Warnings for the submission.

- Log in to **TEAL** and select **Texas Student Data System Portal**.
- On the Home screen select **Promote Loaded Data**. Select the Validations tab > Validate Submission Data.



The screenshot displays the 'Validate Submission Data' interface. At the top, the navigation bar includes 'Data Promotions', 'Validations' (highlighted), 'Prepare / Finalize Submission', 'Access Data', 'View Reports', and 'Administration'. The breadcrumb trail reads 'Home » Validate Submission Data'. The main heading is 'Validate Submission Data'. Under 'LEA Validations', the 'Categories' dropdown is open, showing 'Student' as the selected option. The 'Subcategories' list includes 'All Categories', 'Education Organization', 'Finance', 'Staff', and 'Student'. The 'Subcategories Selected' list includes 'Student - Enrollment (Programs)', 'Student - Enrollment (School Association)', 'Student - School Leaver', 'Student - Special Education Program', 'Student - Student Basic Information', 'Student - Student Graduation Program', and 'Student - Title I Part A Program'. At the bottom, the validation type checkboxes for 'Fatal', 'Special Warning', and 'Warning' are all checked. The 'Validation Name' field contains 'FALL1 10/14 LS'. The 'Next' and 'Reset' buttons are visible at the bottom.

- From the **Categories** pull-down menu, select **All Categories** or the **individual categories** that are to be validated.
- Select the type of validation (**Fatal, Warning, Special Warning**).
- Enter a **Validation Name**.
- Click **Next** to continue the process or **Reset** to clear all options.

- The **Confirm Data Validation** screen appears:

The screenshot shows the 'Confirm Data Validation' screen. At the top, there are navigation tabs: 'Data Promotions', 'Validations' (active), 'Prepare / Finalize Submission', 'Access Data', 'View Reports', and 'Administration'. Below the tabs is a breadcrumb trail: 'Home » Summary Validate Data'. The main heading is 'Confirm Data Validation'. The page displays the following information:

- School Year:** 2022-2023
- Collection:** FALL
- Submission:** First
- Organization:** SIVELLS BEND ISD
- Data Validation Name:** FALL1 10/14 LS

Below this information is a section titled 'Summary of Selected Category List' containing a table:

| Organization Name | Categories/Subcategories |
|--------------------------------|---|
| SIVELLS BEND ISD | Education Organization/Campus |
| | Education Organization/Local Education Agency |
| | Education Organization/SSA Organization Association |
| | Finance/Budget |
| | Staff/Contracted Instructional Staff |
| | Staff/Employment-Payroll Summary |
| | Staff/Payroll |
| | Staff/Responsibility |
| | Staff/Staff Basic Information |
| | Student/Enrollment (Programs) |
| | Student/Enrollment (School Association) |
| | Student/School Leaver |
| | Student/Special Education Program |
| | Student/Student Basic Information |
| | Student/Student Graduation Program |
| Student/Title I Part A Program | |

At the bottom of the table, there are three buttons: 'Submit', 'Back', and 'Cancel'. The 'Submit' button is highlighted with a red box.

- Verify the **Categories/Subcategories**
- Click **Submit**, **Cancel**, or **Back**.
- The **Monitor Data Validations** screen appears:

tsds texas student data system

tsds PEIMS

Home » Monitor Data Validations

Monitor Data Validations

Show Search Criteria

Show entries

Search Table:

[LEA Validation Errors](#) [↻](#)

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

| Data Validation Name | Collection | Submission | Scheduled By | Scheduled At | Status | Error Report |
|----------------------|------------|------------|-----------------|---------------------|-----------------------|----------------------|
| FALL1 10/14 LS | FALL | First | lynne.summerlin | 10/17/2022 03:19 PM | COMPLETED WITH ERRORS | View |

Showing 1 to 1 of 1 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

- This screen shows the status of the data validations, validation error reports, and a confirmation message that the data has been submitted.
- To view validation errors by job, click the **LEA Validation Errors** button or **View** under Error Report.

tsds texas student data system

tsds PEIMS

Home » Search Validation Requests » Validation Errors by Job

Validation Errors by Job

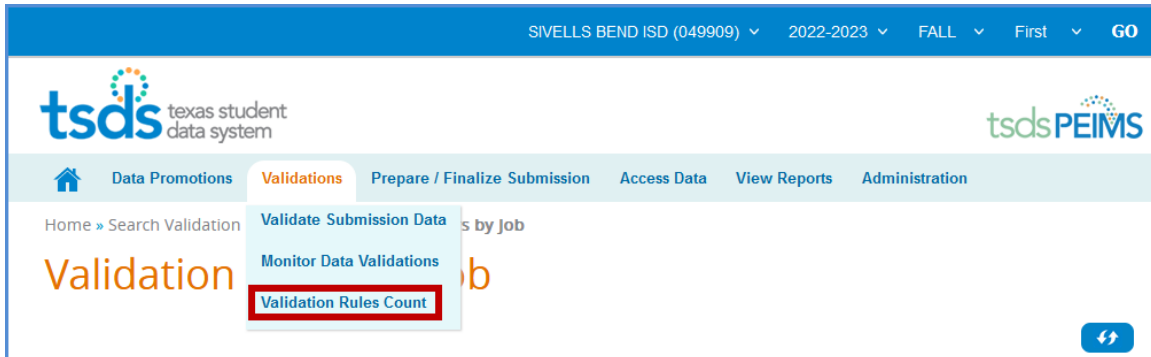
Show entries

Search Table:

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

| Org ID | Category | Subcategory | Severity | Message |
|--------|------------------------|---------------------------|-----------------|---|
| 049909 | Education Organization | Campus | Special Warning | 10020-0007: For each campus registered with TEA as an active instructional campus, there should be Budget data where ORGANIZATION-CODE matches the last three characters of CAMPUS-ID. Data: CAMPUS-ID: 049909101 Identifying Info: 049909, 049909101, SIVELLS BEND EL |
| 049909 | Staff | Staff Basic Information | Fatal | 30040-0051: For each staff person, at least one of the following must be reported: a professional or paraprofessional ROLE-ID with staff responsibility data or an AUXILIARY-ROLE-ID with staff employment payroll summary data. Data: ROLE-ID: [null], AUXILIARY-ROLE-ID: [null] Identifying Info: 049909, 2461196923, |
| 049909 | Student | Special Education Program | Fatal | 41163-0030: If age is at least 3 on the PEIMS fall snapshot date and less than 22 on September 1, then CHILD-COUNT-FUNDING-TYPE-CODE must not be "0". Data: AGE: 9, CHILD-COUNT-FUNDING-TYPE-CODE: 0 Identifying Info: 049909101, 049909, , 101000443, |
| 049909 | Student | School Leaver | Warning | 40203-0021: At least one student leaver graduate should be reported with GRADUATION-TYPE-CODE "34", "54", "55", "56", or "57". Data: [Data is missing or invalid] Identifying Info: 049909 |

- This screen will list any errors by Category, Subcategory, Severity, along with the error message.
- Errors can be sorted by the individual columns. The errors can also be saved as a PDF or XLS file or can be printed by selecting the appropriate button.



- To view errors by severity (Fatal, Special Warning, and Warning) select **Validation Rules Count** from the Validations pull-down.



- Click on the **“Show”** link to view errors.

tsds texas student data system

tsds PEIMS

Home » Validation Rules Count

Validation Rules Count

Fatals (1283)

Hide Fatals

Show entries

Search Table:

PDF XLS Print

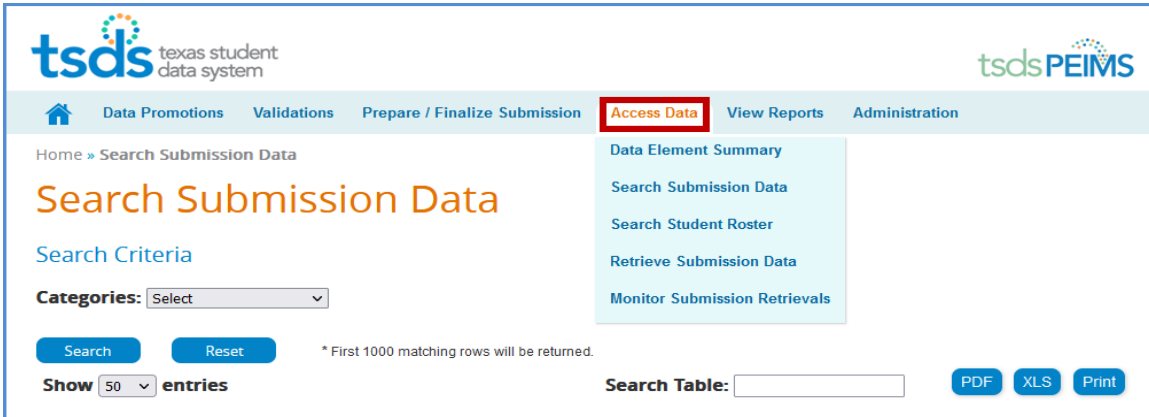
| Rule# | Description | Count |
|------------|---|-------|
| 40110-0126 | 40110-0126: If a student's age on September 1 of the current school year is 5, and GRADE-LEVEL-CODE is "PK", then ADA-ELIGIBILITY-CODE must be "4" or "5". | 42 |
| 41163-0001 | 41163-0001: For each student Special Education program association, there must be a student program with a matching TX-UNIQUE-STUDENT-ID where SPECIAL-ED-INDICATOR-CODE is "1". | 13 |
| 40100-0206 | 40100-0206: If STUDENT-CENSUS-BLOCK-GROUP is not blank, then the first two characters of STUDENT-CENSUS-BLOCK-GROUP must be "48", "05", "22", "35", or "40". | 5 |
| 20030-0003 | 20030-0003: There must be Budget data where FUNCTION-CODE is 41. | 1 |
| 20030-0001 | 20030-0001: There must be Budget data where FUND-CODE is 199 and OBJECT-CODE is 5XXX. | 1 |
| 30090-0001 | 30090-0001: Except for Texas School for the Deaf (227906), Texas School for the Blind and Visually Impaired (227905), and Texas Juvenile Justice Department (227622), each Local Education Agency's data submission must contain a staff responsibility for each responsibility that can be specified using the roles and services found in the Data Standards code tables for each professional and each paraprofessional. | 1 |
| 41163-0018 | 41163-0018: If PPCD-SERVICE-LOCATION-CODE is not "0", then age must be 3, 4 or 5 on the PEIMS fall snapshot date. | 16 |
| 40110-0002 | 40110-0002: If SPECIAL-ED-INDICATOR-CODE is "1", then there must be a Special Education program association reported with a matching TX-UNIQUE-STUDENT-ID. | 1 |
| 41163-0030 | 41163-0030: If age is at least 3 on the PEIMS fall snapshot date and less than 22 on September 1, then CHILD-COUNT-FUNDING-TYPE-CODE must not be "0". | 2 |
| 40100-0167 | 40100-0167: For a particular TX-UNIQUE-STUDENT-ID, there must be one and only one Enrollment (Student School Association). | 2 |
| 40100-0125 | 40100-0125: If AS-OF-STATUS-CODE is "X", then GRADE-LEVEL-CODE must be "EE", "PK", "KG", or "01"- "07". | 2 |
| 40100-0126 | 40100-0126: If AS-OF-STATUS-CODE is B, D, F, or X, then there must be student program data with a matching TX-UNIQUE-STUDENT-ID. | 2 |

- Correct any fatals. Verify or correct any warnings or special warnings in the database, re-create the files, upload, and promote and validate the data.

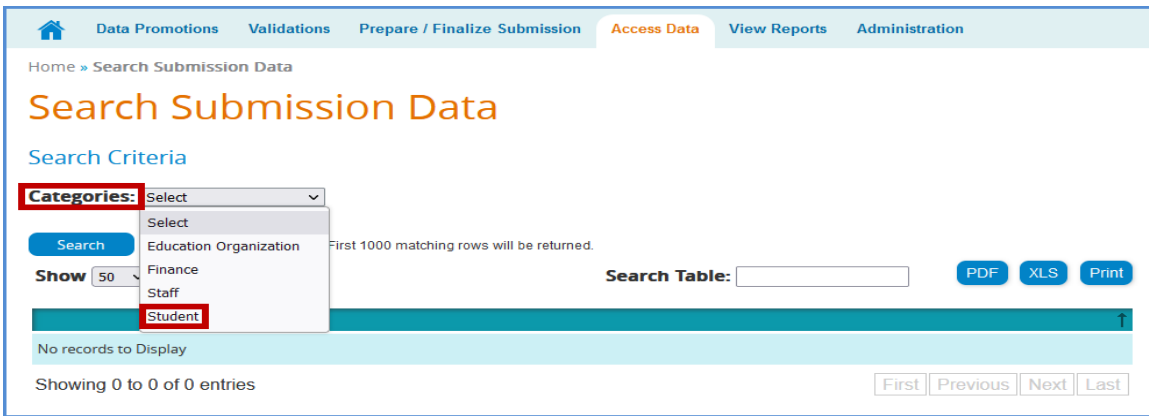
Note: It is recommended that the district use the Delete Utility in TSDS > Manage Data Loads to clear the incorrect data from the ODS prior to uploading the new files.

TSDS – Search Data - TSDS PEIMS Promote Loaded Data>Access Data

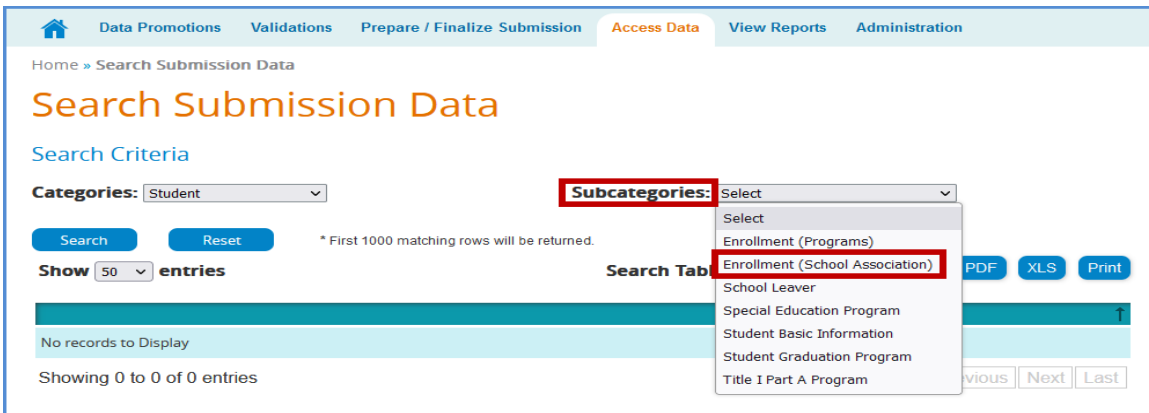
To access the data or student rosters, click on the **Access Data** tab and then select either **Search Submission Data** or **Search Student Roster**.



Accessing PEIMS data using Search Submission Data



- On the **Data Search** screen, select the search category from the **Categories** pull-down menu. The Subcategories field appears:



- Select a **Subcategory** from the pull-down menu if required. Once selected, additional fields appear based on the original category and subcategory selected.

[Home](#) » [Search Submission Data](#)

Search Submission Data

Search Criteria

Categories:
Subcategories:

***Student UID**

***Campus ID**

***Grade Level Code**

***Camp ID Enroll**

* First 1000 matching rows will be returned.

Show **entries**
Search Table:

No records to Display

Showing 0 to 0 of 0 entries

- Click **Search** to view data matching entered criteria or click **Reset** to clear selected criteria.

[Home](#) » [Search Submission Data](#)

Search Submission Data

Search Criteria

Categories:
Subcategories:

***Student UID**

***Campus ID**

***Grade Level Code**

***Camp ID Enroll**

* First 1000 matching rows will be returned.

Show **entries**
Search Table:

| Stu UID ↑ | Camp ID ↓ | Grd Lvl ↓ | Camp ID Enroll ↓ | Camp ID Res ↓ | Camp ID Acct ↓ | Stu Attr ↓ | PK Pgm ↓ | Prim PK ↓ | Sec PK ↓ |
|------------|-----------|-----------|------------------|---------------|----------------|------------|----------|-----------|----------|
| 1268978744 | 049909101 | KG | 049909101 | 049901101 | | 06 | | | |
| 1562723413 | 049909101 | 06 | 049909101 | 049901104 | | 06 | | | |
| 1591654149 | 049909101 | PK | 049909101 | 049901101 | | 06 | 05 | 2 | |
| 1962343928 | 049909101 | 01 | 049909101 | 049901101 | | 06 | | | |
| 2364388473 | 049909101 | 01 | 049909101 | | | 00 | | | |

- **Show entries** allows the user to select up to 500 entries to view at a time.
- The **Search Table** field allows the user to filter the search by fields. An example would be to search for only 8th grade (enter 08 in the field).
- The search results can be **Printed**, saved/printed as a **PDF** or **XLS**.
- The search results can be sorted by the individual columns by clicking on the column header.

Accessing PEIMS data using Search Student Roster

This search is used to help districts with their Leaver data. The only students that can be searched on this screen are students that are grade levels 7-12 and are being reported as leavers.

- Enter search criteria. Any field with a red asterisk (*) is a required field.

The screenshot shows the 'Search Student Roster' web application interface. At the top, there is a navigation bar with links for 'Data Promotions', 'Validations', 'Prepare / Finalize Submission', 'Access Data', 'View Reports', and 'Administration'. Below the navigation bar, the page title is 'Home » Search Student Roster'. The main heading is 'Search Student Roster' in orange. Underneath, there is a 'Search Criteria' section with two columns of input fields. The left column includes 'Campus ID', '*Unique ID', 'First Name', 'Middle Name', '*Last Name' (with 'WALKER' entered), '*Date of Birth', 'End Range for DOB', and 'Generation'. The right column includes 'Sex' (a dropdown menu), 'Ethnicity' (checkboxes for 'Hispanic or Latino', 'American Indian or Alaska Native', 'Asian', 'Black or African American', 'Native Hawaiian or Pacific Islander', and 'White'), and 'Race' (checkboxes for 'American Indian or Alaska Native', 'Asian', 'Black or African American', 'Native Hawaiian or Pacific Islander', and 'White'). At the bottom left, there is a 'Search' button (highlighted with a red box) and a 'Reset' button. To the right of these buttons is a note: '* First 1000 matching rows will be returned.' Below the buttons, there is a 'Show 50 entries' dropdown menu and a 'Search Table:' input field. To the right of the 'Search Table' field are three buttons: 'PDF', 'XLS', and 'Print'. At the bottom of the page, there is a message 'No records to Display' and a status bar showing 'Showing 0 to 0 of 0 entries'. Navigation buttons for 'First', 'Previous', 'Next', and 'Last' are also present.

TSDS – PEIMS View Reports

Reports must be run and verified prior to and after completing and accepting the PEIMS data submission. These reports are the same as the reports in Edit+ and must be compared for accuracy of the submission. The TSDS PEIMS reports are separated into three categories:

- **Standard Reports** – These reports are available at any time and reflect the current data loaded into PEIMS, whether the collection has been completed or not.
- **Special Reports** – These reports are summary reports that help completers, approvers, and accepters review the data submission. These reports also are available at any time and reflect the current data loaded into PEIMS, whether the collection has been completed or not.
- **Student Leaver Reports** – These are the individual LEA reports that use data from across the state to help districts identify their leavers. These reports are only in each submission after the submission has closed and TEA has calculated the leavers. These reports only reflect finalized data.
- **UID Discrepancies** – These reports are used to identify discrepancies between Unique ID data and PEIMS Demographic data.
- **Bundled Reports** – These are reports that are generated together for ease of downloading.

To access the reports:

- Log in to **TEAL** and select **Texas Student Data System Portal**.
- On the Home screen select **View Reports**. Select the View Reports tab.

The screenshot displays the TSDS PEIMS web application interface. At the top, there is a user header for 'Lynne Summerlin (0)' with the email 'lsummerlin@esc11.net' and navigation links for 'Support', 'Help', and 'Exit'. Below this is a blue navigation bar for 'SIVELLS BEND ISD (049909)' with a 'GO' button. The main content area features the 'tsds' logo and a navigation menu with options: 'Unique ID', 'eDM Data Loads', 'PEIMS' (highlighted with a red box), 'Core Collection', 'Utilities', and 'Support'. Below the menu, the breadcrumb 'Home » PEIMS' is shown. On the left is a photo of three students. The main heading is 'Welcome to PEIMS', followed by a paragraph explaining the system's purpose. A list of features includes: 'Improve system capacity and reduce the technology risk, like system downtime', 'Allow loading and validation of PEIMS data from the first day of school', and 'Allow PEIMS coordinators to load subsets of their data AND submit their full collection without having to re-load first'. Below this, a row of five blue buttons is shown: 'Manage Data Loads', 'Promote Loaded Data', 'Validate Submission', 'Prepare/ Finalize Data', and 'View Reports' (highlighted with a red box). A footer note states: '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.'

Home » View Reports

[Data Promotions](#) [Validations](#) [Prepare / Finalize Submission](#) [Access Data](#) [View Reports](#) [Administration](#)

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

Individual LEA reports that use data from across the state to help LEAs identify their leavers. The reports only display accepted data. Availability: In Fall 1st Submission and in the Accepted Submission.

Select

UID Discrepancies

Reports for verification for Discrepancies from Unique ID data and TSDS Demographic data

Select

Bundled Reports

Groups of reports generated together for ease of downloading.

Select

Under **View Reports**, select from the pull-down menu the report to run in the appropriate category.

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

- Select
- Budget
- Budget Allocation
- Career and Technical Education
- Leaver
- Organization Reports
- STAAR
- Special Education
- Staff
- Staff Sensitive
- Student

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

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

- Select
- District Level QA
- Student Graduate
- Summary

UID Discrepancies

Reports for verification for Discrepancies from Unique ID data and TSDS Demographic data

Select

- Select
- Staff Discrepancy
- Student Discrepancy

Student Leaver Reports

Individual LEA reports that use data from across the state to help LEAs identify their leavers. The reports only display accepted data. Availability: In Fall 1st Submission and in the Accepted Submission.

Select

- Select
- Presumed Record Submission Support
- Record Submission Support

Statewide Reports

Individual LEA reports that use data from across the state to provide data that is relevant for the LEA (for example, the fiscal SSA and duplicate student reports). The reports only display accepted data. Availability: After 1st Submission, Resubmission, and in the Accepted Submission.

Select

- Select
- Duplicate Enrollment
- General

Bundled Reports

Groups of reports generated together for ease of downloading.

Select

- Select
- LEA Bundles

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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 |
| PDM1-120-007 | Unreported Students Presumed At Risk | | | | C | | |

- Click the circular arrow under **Run**. The **Report Parameters** screen appears:

Home » View Reports » Select Parameters

View Reports: Select Parameters

PEIMS Reports Help

Student by ADA Eligibility and Grade PDM1-120-004

Organization Level * By LEA

Campus ID *

049909101

Add
Add All
Remove
Remove All

* All Campuses

Select Program Type * All Students

Report Type: PDF


Run Cancel

- Reports can be run by district or campus by changing the Organization Level selection.
- Select the appropriate parameters and click **Run**. The **View Reports** page appears showing the status of the report. The reports are associated to the individual user to prevent other users from overwriting the reports.

[Home](#) » [View Reports](#)


[Data Promotions](#)
[Validations](#)
[Prepare / Finalize Submission](#)
[Access Data](#)
[View Reports](#)
[Administration](#)





[PEIMS Reports Help](#)

 You have successfully initiated report PDM1-120-004. Once it has generated, click the **DOWNLOAD** link to view your report.






Standard Reports

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

[Hide Reports List](#)


| Report # ↑ | Report Name ↓ | XLS | | PDF | | CSV | |
|--------------|---|--------|-----|-------------|---|--------|-----|
| | | Status | Run | Status | Run | Status | Run |
| PDM1-120-001 | Students by Sex, Ethnicity, and Grade | | | |  | | |
| PDM1-120-002 | LEP/BIL/ESL and Parental Denial Students by Program and Grade | | | |  | | |
| PDM1-120-003 | Student Program Roster | | | |  | | |
| PDM1-120-004 | Student by ADA Eligibility and Grade | | | IN PROGRESS | | | |
| PDM1-120-005 | Student Data Review | | | |  | | |

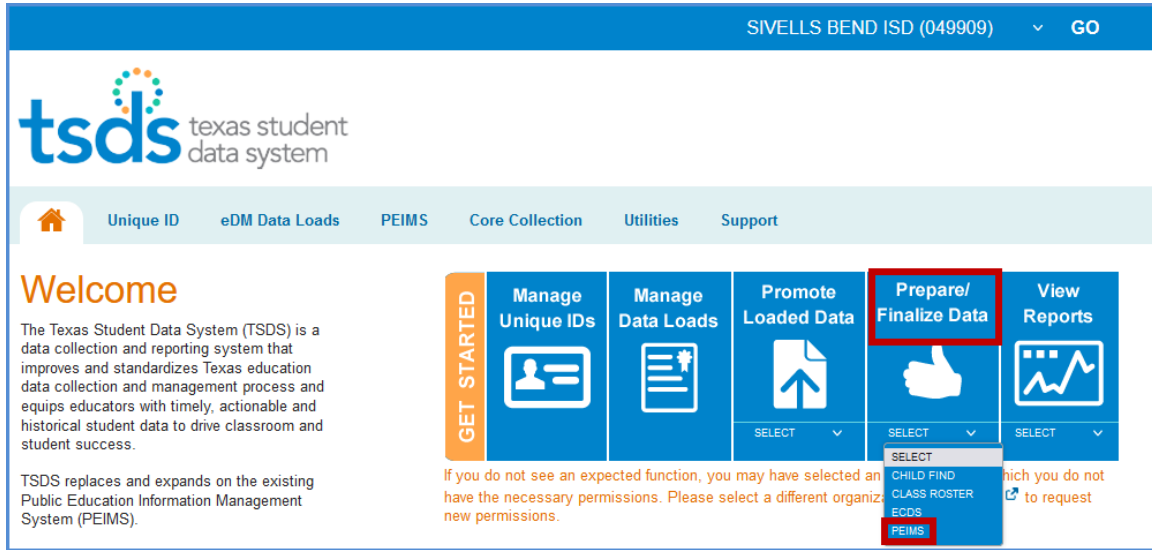
- Once the report is complete a hyperlink will appear allowing the report to be downloaded.

| Report # ↑ | Report Name ↓ | XLS | | PDF | | CSV | |
|--------------|---|--------|-----|----------|---|--------|-----|
| | | Status | Run | Status | Run | Status | Run |
| PDM1-120-001 | Students by Sex, Ethnicity, and Grade | | | |  | | |
| PDM1-120-002 | LEP/BIL/ESL and Parental Denial Students by Program and Grade | | | |  | | |
| PDM1-120-003 | Student Program Roster | | | |  | | |
| PDM1-120-004 | Student by ADA Eligibility and Grade | | | DOWNLOAD |  | | |
| PDM1-120-005 | Student Data Review | | | |  | | |

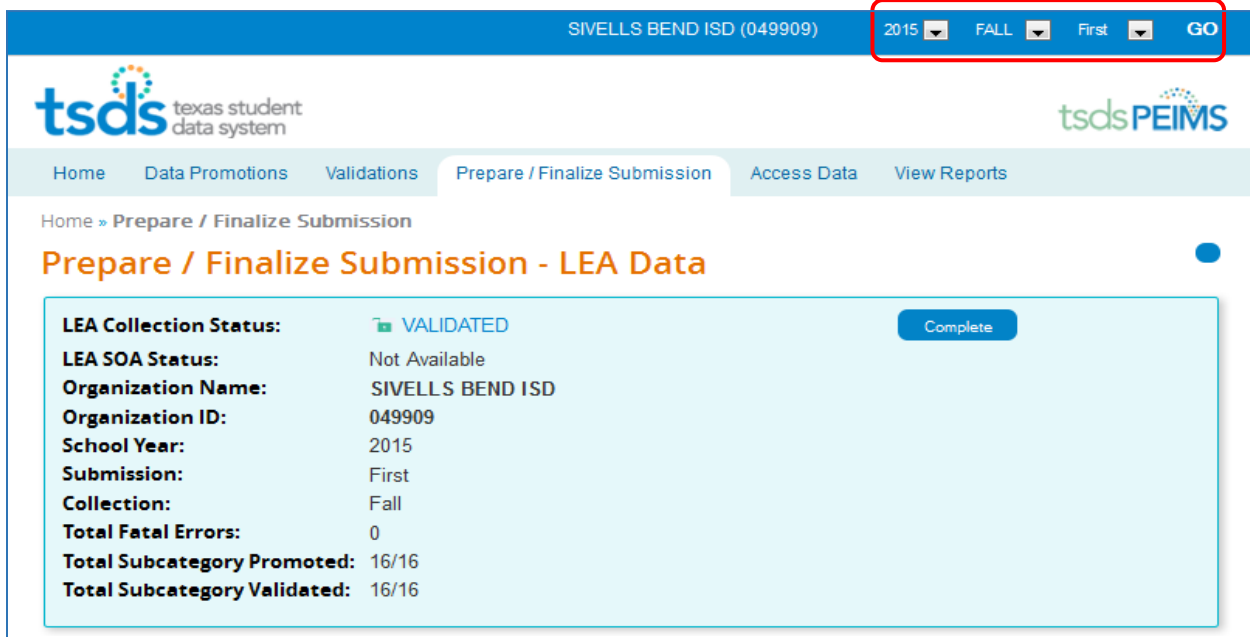
TSDS – PEIMS Prepare/Finalize Process (Sample Screenshots)

Once data has been validated, the district will prepare and finalize the data which will include completing the process so that the ESC PEIMS coordinator can verify the submission. From this screen the district PEIMS Data Completer can lock categories once the categories are fatal free to prevent the data being overwritten.

- Log in to **TEAL** and select **Texas Student Data System Portal**.
- On the Home screen select **Prepare/Finalize Data**.
- Verify that PEIMS is selected from the pull-down menu (if applicable).



- Verify the correct collection has been selected.



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 SOA Status: Not Available

Organization Name: SIVELLS BEND ISD

Organization ID: 049909

School Year: 2015

Submission: First

Collection: Fall

Total Fatal Errors: 0

Total Subcategory Promoted: 16/16

Total Subcategory Validated: 16/16

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 | 01-29-2015 03:14:46 PM | lynne.summerlin | 14 | View | 0 | 1 | 0 | VALIDATED |
| <input type="checkbox"/> | Staff | Employment – Payroll Summary | 01-29-2015 03:01:58 PM | lynne.summerlin | 13 | View | 0 | 0 | 0 | VALIDATED |
| <input type="checkbox"/> | Staff | Payroll | 01-29-2015 03:15:41 PM | lynne.summerlin | 34 | View | 0 | 3 | 0 | VALIDATED |
| <input type="checkbox"/> | Staff | Contracted Instructional Staff | 01-29-2015 03:01:57 PM | lynne.summerlin | 0 | View | 0 | 0 | 0 | VALIDATED |
| <input type="checkbox"/> | Staff | Responsibility | 01-29-2015 03:11:25 PM | lynne.summerlin | 79 | View | 0 | 0 | 0 | VALIDATED |
| <input type="checkbox"/> | Finance | Budget | 01-29-2015 03:16:11 PM | lynne.summerlin | 69 | View | 0 | 1 | 0 | VALIDATED |
| <input type="checkbox"/> | Education Organization | Local Education Agency | 01-29-2015 03:15:37 PM | lynne.summerlin | 1 | View | 0 | 0 | 0 | VALIDATED |

- This screen shows records by **Category** and **Subcategory**.
- In the **Last Promoted On** column is the time date stamp for the last time the data was promoted to PEIMS.
- **Promoted By** lists the user name of the person that last promoted the data.
- The number of records for the particular Category/Subcategory is listed in the **Records** column.
- Click **View** in the **Error Report** field to view the Fatal, Special, and Warning errors for the particular Category/Subcategory.
- The number of errors by Category/Subcategory are listed under the columns labeled:
 - **F** (Fatal)
 - **SW** (Special Warning)
 - **W** (Warning)

The current status (Promoted, Validated, etc.) of the Category/Subcategory is listed under the column **Data Status**.

- The data on the screen can be saved/printed in **PDF** or **XLS** by clicking on the appropriate button.
- A search can be done on the screen by using the **Search** field.
- To verify or “lock” data, the category/subcategory must have a **Data Status** of **Validated**. Click the checkbox adjacent to the Category/Subcategory that needs to be verified and click **Verify**.
- To “unlock” data, click the checkbox adjacent to the Category/Subcategory that needs to be unlocked and click **Reset Verify**.

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 SOA Status: Not Available

Organization Name: SIVELLS BEND ISD

Organization ID: 049909

School Year: 2015

Submission: First

Collection: Fall

Total Fatal Errors: 0

Total Subcategory Promoted: 16/16

Total Subcategory Validated: 16/16

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 | 01-29-2015 03:14:46 PM | lynne.summerlin | 14 | View | 0 | 1 | 0 | VERIFIED |
| <input type="checkbox"/> | Staff | Employment – Payroll Summary | 01-29-2015 03:01:58 PM | lynne.summerlin | 13 | View | 0 | 0 | 0 | VERIFIED |
| <input type="checkbox"/> | Staff | Payroll | 01-29-2015 03:15:41 PM | lynne.summerlin | 34 | View | 0 | 3 | 0 | VERIFIED |
| <input type="checkbox"/> | Staff | Contracted Instructional Staff | 01-29-2015 03:01:57 PM | lynne.summerlin | 0 | View | 0 | 0 | 0 | VERIFIED |
| <input type="checkbox"/> | Staff | Responsibility | 01-29-2015 03:11:25 PM | lynne.summerlin | 79 | View | 0 | 0 | 0 | VERIFIED |
| <input type="checkbox"/> | Finance | Budget | 01-29-2015 03:16:11 PM | lynne.summerlin | 69 | View | 0 | 1 | 0 | VERIFIED |
| <input type="checkbox"/> | Education Organization | Local Education Agency | 01-29-2015 03:15:37 PM | lynne.summerlin | 1 | View | 0 | 0 | 0 | VERIFIED |

- The PEIMS Data Completer can click the **Complete** button to complete the file so the ESC can verify data. All files must be fatal free in order to complete the files. The Completion Process Status bar appears:

Prepare / Finalize Submission - LEA Data

Completion Process Status:

63% Validation Complete (10/16)

LEA Collection Status: COMPLETION IN PROGRESS Complete

LEA Collection Status: COMPLETION IN PROGRESS Complete

LEA SOA Status: Not Available

Organization Name: SIVELLS BEND ISD

Organization ID: 049909

School Year: 2015

Submission: First

Collection: Fall

Total Fatal Errors: 0

Total Subcategory Promoted: 16/16

Total Subcategory Validated: 16/16

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

- Once validation process is complete, check the checkbox acknowledging the submission have been validated and reviewed for accuracy and authenticity and that all warnings and special warnings have been reviewed and confirmed.
- Click the **Confirm** button and the data is now ready for the ESC to verify and accept or reject.
- If rejected the district must correct the data and go through the whole process again.

TSDS – Superintendent Approval Form (SAF) Process

The Superintendent must approve all PEIMS submissions. This is accomplished through the Superintendent Approval Form (SAF) process. The Superintendent may also request an extension for one of the PEIMS submissions. All extensions must be approved by TEA. The district must have extenuating circumstances to receive an extension.

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Created on 11/13/2014
Revised 10/12/2022