

**PEIMS Submission Quick Reference**

1. Apply for necessary TEAL/TSDS roles
2. Download & Install ***Validation Tool*** –TEAL>Texas Student Data System Portal>Utilities>Download Validation Tool
3. Download & Install ***Notepad++***
4. Extract files in business/student software
5. Create TSDS Interchange files
6. Validate files using the Validation Tool – check for errors
7. Upload files in TEAL>Texas Student Data System Portal>Manage Data Loads>Interchange Uploads – check for errors (X)
8. Select the files to ***Add to Batch*** in File Manager
9. ***View Batch***
10. Name the batch in the comments area
11. ***Process Batch*** – check for errors (X)
12. Promote the data in TEAL>Texas Student Data System Portal>Promote Loaded Data>Data Promotions tab
13. Verify correct Submission Information at top



1. Confirm the Data Promotion – check for errors
2. Validate the data in TEAL>Texas Student Data System Portal>Promote Loaded Data>Validations tab
3. Confirm the Data Validation – check for Fatals, Specials, and Warnings.
4. 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.
5. Repeat Steps 4 through 17 as needed until fatal free and all specials and warnings have been verified.
6. Print reports and have them verified.
7. ***Complete*** the submission – TEAL>Texas Student Data System Portal>Prepare/Finalize Data>Complete button. \*\*\*\*\* Don’t forget to check the check box \*\*\*\*\*
8. Have the Superintendent ***Approve*** the submission.

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