

**RFT Core Collection Quick Reference**

1. Determine staff responsibilities for RFT submission
2. Apply for necessary TEAL/TSDS roles
3. Download & Install ***Validation Tool*** –TEAL>Texas Student Data System Portal>Utilities>Download Validation Tool
4. Download & Install ***Notepad++***
5. Extract data in student software
6. Create Summer PEIMS Interchange files
7. Create TSDS Interchange files
8. Validate files using the Validation Tool – check for errors
9. Upload PEIMS files in TEAL>Texas Student Data System Portal>Manage Data Loads>Interchange Uploads – check for errors (X)
10. Select the files to ***Add to Batch*** in File Manager
11. ***View Batch***
12. Name the batch in the comments area
13. ***Process Batch*** – check for errors (X)
14. Upload TSDS files in TEAL>Texas Student Data System Portal>Manage Data Loads>Interchange Uploads – check for errors (X)
15. Select the files to ***Add to Batch*** in File Manager
16. ***View Batch***
17. Name the batch in the comments area
18. ***Process Batch*** – check for errors (X)
19. Promote the data in TEAL>Texas Student Data System Portal>Promote Loaded Data>Data Promotions tab
20. 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 5 through 23 as needed until fatal free and all specials and warnings have been verified.
6. Print and verify reports.
7. Repeat the process (Steps 5 through 23) each time student enters or leaves the Residential Facility, changes are made to Special Education Services, or on a monthly basis.
8. At the end of the school year, complete the submission.