**TSDS – Superintendent Approval Form (SOA) Process**

The Superintendent must approve all PEIMS submissions. This is accomplished through the Superintendent Statement of Approval (SOA) 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 in order to receive an extension.

* Log in to **TEAL** and select **Texas Student Data System Portal**.
* On the Home screen select **Prepare/Finalize Data**.



* Verify the correct collection has been selected.



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* Verify the **LEA Collection Status** is **LEA DATA ACCEPTED-ESC.**



* Click on the LEA DATA ACCEPTED-ESC link to view the Status History page.



* This screen shows the dates and different status changes on the submission as well as the user that updated the data.
* Click **Prepare/Finalize Submission**.



* In the **Error Report** column, click **View** to view the error reports for each category. Reports can be printed or saved as **PDF** or **XLS**.
* Verify that the **Total Fatal Errors** equals **0** and that the **Total Subcategory Promoted** and **Total Subcategory Validated** are the same.
* Click **Approve**. You will receive the SOA PDF Download.



* Click **Confirm Approval** to continue or **Cancel** to cancel the process.

Please continue to next page.



* You may enter Optional Comments in the box, but they are not required.
* Click **Save/Continue** to complete the process or click **Cancel** to stop the completion process.
* You should now see **LEA DATA APPROVED-SUPT**

