



## PK ECDS Submission Quick Reference

1. Determine staff responsibilities for PK ECDS submission.
2. Apply for necessary TEAL/TSDS roles.
3. Create/Verify Application and Key & Secret for any assessment vendors.
4. Extract data in student software and assessment software.
5. View **Load Summary** in TEAL>TSDS>Manage IODS>View Reports>Load Summary for missing data (Education Organization, Staff, Student Identification and Demographics, Enrollment, Teaching and Learning, Assessment Domains).
6. View and correct any applicable **Unaffiliated Students or Unaffiliated Staff** found in Manage IODS>View Reports.
7. Verify and Correct any applicable **Level 1.5 Filters** found in Manage IODS>Monitor Validations.
8. **Schedule L2 Validation Jobs** found in Manage IODS > Monitor Validations.
9. Once validation process has completed, **View L2 Validations** found in Manage IODS>Monitor Validations (Summary, Details or Count).
10. Make corrections as needed and repeat steps 3-9.
11. **Promote** the data in TEAL>Texas Student Data System Portal>Promote Loaded Data>Data Promotions tab.

**12.** Verify correct submission at top of screen.



**13.** Confirm the Data Promotion – check for errors.

**14.** Validate the data in TEAL>Texas Student Data System Portal>Promote Loaded Data>Validations tab.

**15.** Confirm the Data Validation – check for Fatafs, Specials, and Warnings.

**16.** Correct Fatafs, Specials, and Warnings as needed for the submission in the appropriate software.

**17.** Repeat Steps 3 through 16 as needed until fatal free and all specials and warnings have been verified.

**18.** Print and verify reports.

**19.** Complete the submission.

\*\*\*\*\*Don't forget the checkbox\*\*\*\*\*

**20.** Core Collections do not require Superintendent approval.