



SELA Submission Quick Reference

1. Determine staff responsibilities for the SELA submission.
2. Apply for the necessary TEAL/TSDS roles.
3. Create/Verify Application and Key & Secret vendors.
4. Extract data in student software.
5. View **Load Summary** in TEAL>TSDS>Manage IODS>View Reports>Load Summary for missing data (Education Organization, Student Identification and Demographics, Alternative and Supplemental Services).
6. View and correct any applicable **Unaffiliated Students** 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 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.