



Child Find Submission Quick Reference

1. Determine staff responsibilities for the Child Find submission.
2. Apply for the necessary TEAL/TSDS roles.
3. Create/Verify Application and Key & Secret vendor.
4. Extract data in student software.
5. View **Load Summary** in TEAL>TSDS>Manage IODS>View Reports>Load Summary for missing data (Alternative and Supplemental Services, Education Organization, Enrollment, School Calendar, Student Identification and Demographics, Student Special Education Program Eligibility Association).
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.

BRIDGEPORT ISD (249903)

CHILD FIND ▾

2024-2025 ▾

YRLY ▾

Single ▾

GO

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 FataIs, Specials, and Warnings.

16. Correct FataIs, 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.