



Core Collection – Charter School Waitlist (CSW)

- **Responsibilities and Requirements**
- **Required TSDS Roles**
- **DMC L1.5 Filters**
- **DMC L2 Validations**
- **Promoting CSW Data**
- **Validating CSW Data (L3 Validations)**
- **Verifying CSW Report**
- **Preparing/Finalizing CSW Data**

TSDS Charter School Waitlist (CSW) Core Collection

TSDS CSW – Submission Purpose, Responsibilities & Requirements

The purpose of the Charter School Waitlist Collection is to meet the requirements of TEC Chapter 12, Subchapter D, Section 12.1174 by collecting information about enrollment and the use of a waiting list as of the last Friday in September.

CSW data consists of two Domains; Education Organization and Student Application and is reported to TEA as a Core Collection.

Districts will send their CSW data collection through the TSDS Portal in TEAL.

2025-2026 CSW Submission Timeline

Charter School Waitlist Collection	
TSDS ready to load data to IODS	August 4, 2025
Charter School Waitlist ready for users to complete	September 26, 2025
Charter School Waitlist snapshot date - Last Friday in September	September 26, 2025
Charter School Waitlist Submission due date for charter schools	October 31, 2025
Charter School Waitlist data available to customers	November 14, 2025

TSDS TEDS – Texas Education Data Standards

The data submitted through TSDS must be in XML format as defined in TWEDS (Texas Education Data Standards). The TWEDS is located on the TSDS website.

<https://tealprod.tea.state.tx.us/TWEDSAPI/30/0/0/Overview>

TWEDS Charter School Waitlist

According to TEDS the LEAs (Local Education Agencies) are responsible for:

- Submitting current, complete, and accurate data required for each PEIMS and TSDS Collection
- Validating data per business rules and validations
- Correcting all errors during the validation process in a timely manner
- Delivering “fatal-free” corrected data on or before any due dates set by the ESC or TEA

TSDS – Core Access and User Roles

The TSDS PEIMS/Core application is only available to authorized ESC, district, and campus staff. A TEAL logon is required as well as access to the Texas Student Data System Portal. Different roles can be assigned to the user based on the access required.

- **DMC LEA Data Monitor w/CSW Privileges** – This role allows the user to monitor the data that has been loaded in the IODS. It allows the user access to L1.5 Filters, Descriptor Mapping, Search Data, and Reports.
- **DMC LEA L2 Validations w/CSW Privileges** – This role allows the user to schedule, run, and view L2 Validations (Fatal, Special Warnings, and Warnings) prior to promoting and validating the data in the actual TSDS submission.
- **Core LEA Promoter w/CSW Privileges**– This role allows the user to promote loaded data, validate (prepare) data and view submission data reports.
- **Core LEA Completer (LEA) w/CSW Privileges** – This role allows the user to promote loaded data, validate (prepare) data, complete (finalize) data and view reports at the district level.
- **Core LEA Approver (LEA Superintendent) w/CSW Privileges** – This role allows the Superintendent to request an extension for the submission. The Superintendent *does not* approve this submission.
- **Core ESC Data Viewer w/CSW Privileges** - This role allows the user at the ESC to view and monitor the submission.

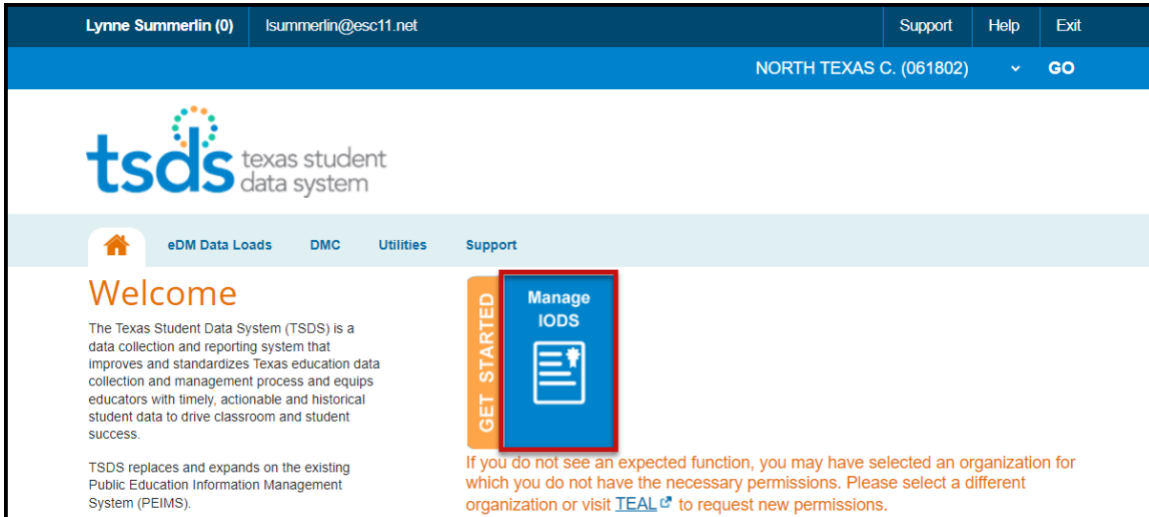
TSDS – Core Pre-Requisites

- All data for the students on the waitlist, including the assigning of UIDs, must be entered in the LEA's student software.
- The process (extracts) of moving required data through the API to the IODS must have been done. This process should be done daily, but LEAs should be able to process as needed for the collection.
- Level 1 Errors related to the Charter School Waitlist must be corrected.

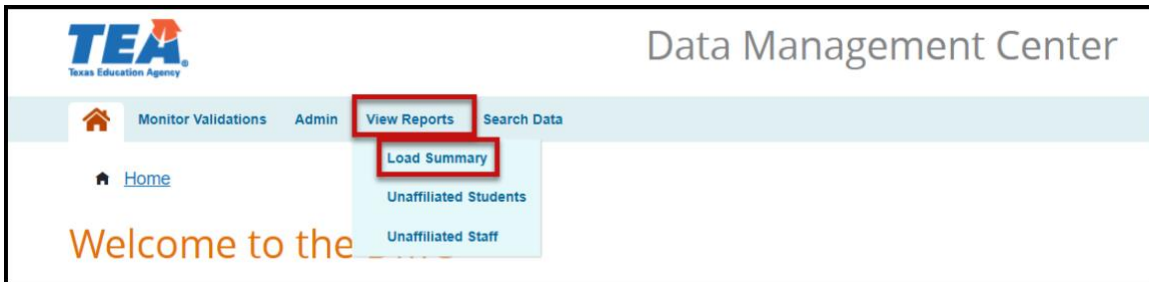
Verifying CSW Data – Manage IODS in the DMC

The **DMC (Data Management Center)** allows LEAs to monitor and validate their data in the **IODS (Individual Operational Data Store)**. All data is stored in the IODS prior to promoting it to the individual TSDS collections. Together the systems allow LEAs to synchronize near real time updates via the API between the source systems and their IODS, enable LEAs to perform more rigorous validations early in the submission process, and provide LEAs the ability to search and view data in the IODS.

- Log into TEAL and select **Texas Student Data System Portal**.
- On the Home screen select **Manage IODS**.



- The **Welcome to the DMC** screen appears:



- Under **View Reports**, select **Load Summary**. Verify that data has been loaded for the Education Organization and Student Application Domains. If the LEA is not reporting a waitlist, the Education Organization will be the only domain that will be required for the collection.

TEA
Texas Education Agency

Data Management Center

Monitor Validations Admin **View Reports** Search Data

Home >> Load Summary

Load Summary

View LEA Reports

Domains Loaded for 2025-2026 **16** XLSX

- Alternative and Supplemental Services
- Assessment
- Discipline
- Education Organization**
- Enrollment
- Finance
- Prior Year Leaver
- Restraint Event
- School Calendar
- Staff
- Student Academic Record
- Student Application**
- Student Attendance
- Student Identification and Demographics
- Student Special Education Program Eligibility Association
- Teaching and Learning

- Click the down arrow icon next to the Domain name to view the number of records loaded and the last date the records were updated. If no records are listed for the entities, the LEA must check to determine why data is not being sent through the API.
- The data can be downloaded by clicking the **XLSX** button.

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Texas Education Agency

Data Management Center

Monitor Validations Admin View Reports Search Data

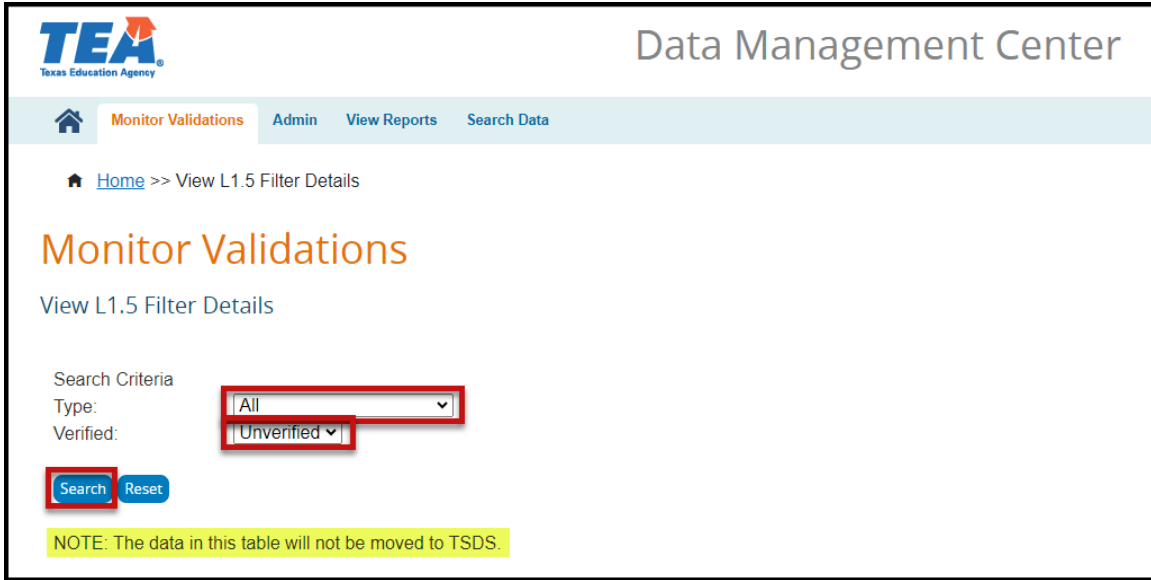
View L1.5 Filter Details

- Rerun UID Filters
- Schedule L2 Validation Jobs
- View Scheduled L2 Validations
- View L2 Validation Summary
- View L2 Validation Details
- View L2 Validation Rules Count

XLSX

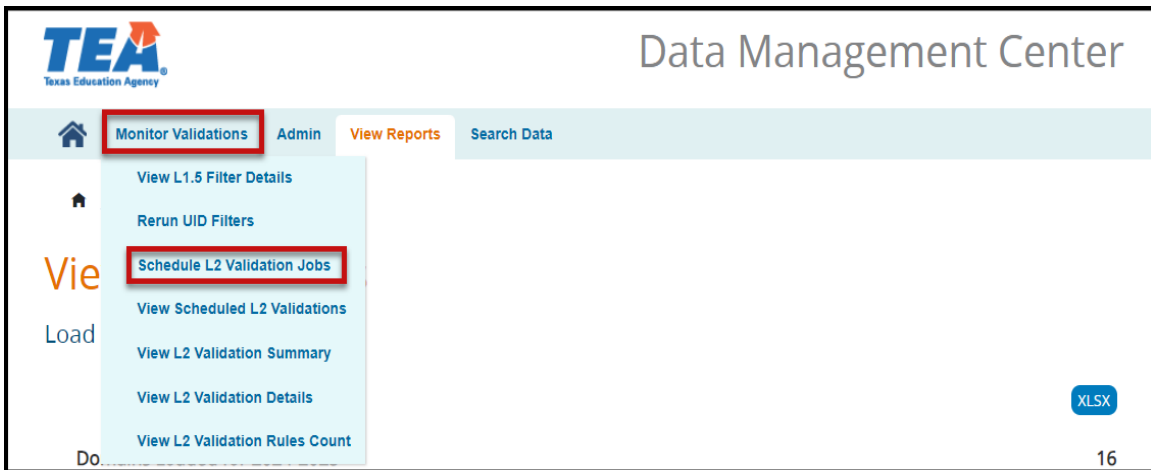
16

- Under **Monitor Validations** select **View L1.5 Filter Details**. The View L1.5 Filter Details screen appears.



- Select **All** for the **Type** under Search Criteria.
- Select **All** for the **Unverified** status under Search Criteria.
- Click **Search**. If there are any L1.5 filters that need to be verified a list will appear. For the CSW collection LEAs will need to verify any L1.5 filters for **UID - Student** and possibly the **Descriptor Values**.
- If there are any L1.5 Filters, make any corrections that need to be made in the software, and mark them as verified.

Note: Any data in this table will not be moved to TSDS. L1.5 Filters do not necessarily mean there is an error in your data. L1.5 Filters are just pieces of data that do not meet the requirements for submission to TSDS.



- Under **Monitor Validations** select **Schedule L2 Validation Jobs**. The Run L2 Validations screen appears.

Monitor Validations

Run L2 Validations

* Collection: CSW

* Submission: YRLY

* Categories: All

Subcategories

* Selected Subcategories

Campus
Local Education Agency
Enrollment (School Association)
Student Basic Information

FataIs Special Warning Warning

Validation Name: CSW L2 Validations

NOTE: Validations jobs scheduled after 09:00 PM CT may not be queued for processing to complete by 06:00 AM CT the following day

Next Reset

- Select **CSW** from the **Collection** pull-down menu.
- Select **YRLY** from the **Submission** pull-down menu.
- Select **All** from the **Categories** pull-down menu.
- Move all the **Subcategories** to the **Selected Subcategories** by clicking the **Add All** button.
- Enter a **Validation Name**.
- Click **Next**. The **Confirm Validation Request** screen appears.

Note: The selections for FataIs, Special Warning, and Warning are grayed out. The process will run all three validations.

Validation jobs scheduled after 9:00 PM may not be queued for processing to complete by 6:00 AM the following day.

TEA Texas Education Agency

Data Management Center

Monitor Validations Admin View Reports Search Data

Home >> Schedule L2 Validation Jobs >> Confirm Validation Request

Monitor Validations

Confirm Validation Request

School Year: YYYY-YYYY
 Collection: CSW
 Submission: YRLY
 Job Request Name: CSW L2 Validations

Summary of Selected Subcategories

Organization Name	Categories/Subcategories
NORTH TEXAS COLLEGIATE ACADEMY	Student/Enrollment (School Association) Student/Student Basic Information Education Organization/Campus Education Organization/Local Education Agency

Submit Back Cancel

- Verify all the information on the screen is complete.
- Click **Submit** to continue scheduling the L2 Validations.
- Click **Back** to return to the previous screen.
- Click **Cancel** to discontinue the process.

TEA Texas Education Agency

Data Management Center

Monitor Validations Admin View Reports Search Data

View L1.5 Filter Details
 Rerun UID Filters
 Schedule L2 Validation Jobs
View Scheduled L2 Validations
 View L2 Validation Summary
 View L2 Validation Details
 View L2 Validation Rules Count

XLSX

- Under **Monitor Validations** select **View Scheduled L2 Validations** to view the progress of the scheduled L2 Validations. The View L2 Validation Requests Summary screen appears.

TEA
Texas Education Agency

Data Management Center

Monitor Validations Admin View Reports Search Data

Home >> View Scheduled L2 Validations

Monitor Validations

View L2 Validation Requests Summary

Show entries

Search Table: [XLSX](#) [Print](#)

Job Request Name ↑	Scheduled By ↓	Collection ↓	Submission ↓	Scheduled At ↓	Status ↓	Action
CSW Load 1	clarissa.figueroa1	CSW	YRLY	09/20/2024 09:45 AM	COMPLETED	

Showing 1 to 1 of 1 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

The screen lists the **Job Request Name**, **Scheduled By**, **Collection**, **Submission**, **Scheduled At** (DTS), **Status**, and Action. The columns can be sorted by selecting the arrow icon in the header next to the item to be used for the sort.

The number of entries shown can be changed using the pull-down menu for **Show entries**.

Items on the table can be searched using the Search Table feature.

The data can be **Printed** or downloaded as an **XLSX**.

- Once the status shows **Completed**, click the **Job Request Name** (hyperlink) to view the number of errors by Category and Subcategory.

[Home](#) >> [View Scheduled L2 Validations](#) >> View L2 Validations Request Details

Monitor Validations

View L2 Validation Request Details

School Year: YYYY.YYYY
 Organization: NORTH TEXAS COLLEGIATE ACADEMY
 Collection: CSW
 Submission: YRLY
 Job Request Name: CSW Load 1
 Submitted Time:
 Submitted By: clarissa.figueroa1
 Validation Job Status: COMPLETED

Show entries
 Search Table: [XLSX](#) [Print](#)

Category ↑	SubCategory ↓	Validation Request Status ↓	Error Report ↓	Start Date/Time ↓	End Date/time ↓	F ↓	SW ↓	W ↓
Education Organization	Campus	COMPLETED		09/20/2024 09:02 PM	09/20/2024 09:02 PM	0	0	0
Education Organization	Local Education Agency	COMPLETED		09/20/2024 09:02 PM	09/20/2024 09:02 PM	0	0	0
Student	Enrollment (School Association)	COMPLETED		09/20/2024 09:02 PM	09/20/2024 09:02 PM	0	0	0
Student	Student Basic Information	COMPLETED		09/20/2024 09:02 PM	09/20/2024 09:02 PM	0	0	0

Showing 1 to 4 of 4 entries
[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

TEA Texas Education Agency
 Data Management Center

[Home](#) **Monitor Validations** [Admin](#) [View Reports](#) [Search Data](#)

View L1.5 Filter Details
 Rerun UID Filters
 Schedule L2 Validation Jobs
 View Scheduled L2 Validations
View L2 Validation Summary
 View L2 Validation Details
 View L2 Validation Rules Count

[XLSX](#)

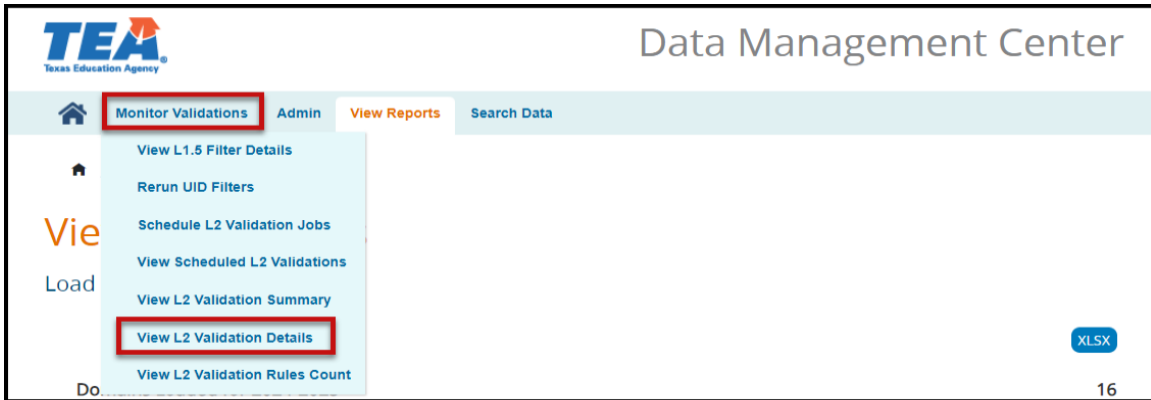
Do... 16

- Under **Monitor Validations** select **View L2 Validation Summary** to view the L2 Validation Summary. The View L2 Validation Summary screen appears.

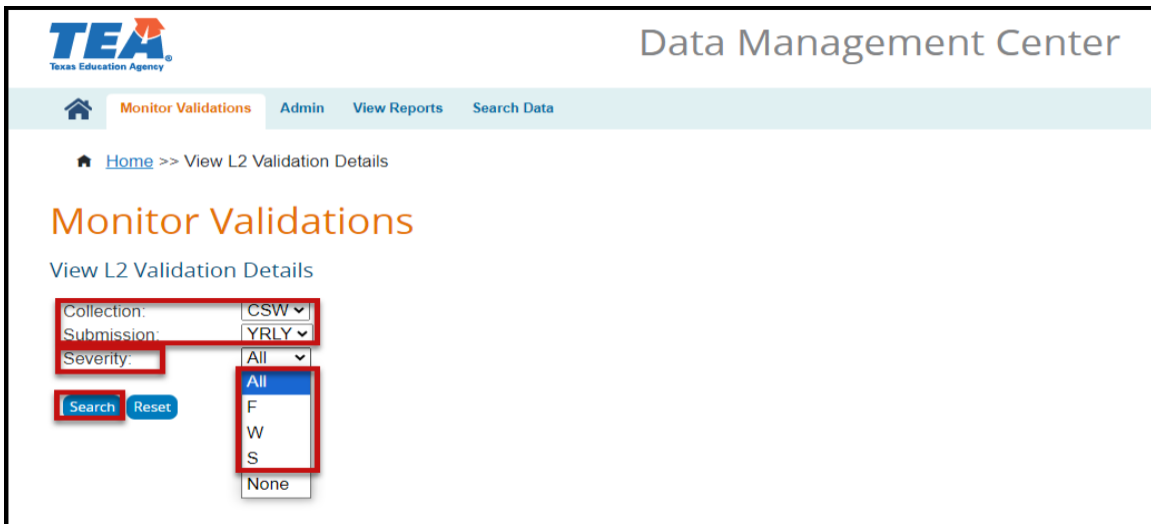
- Select **CSW** from the **Collection** pull-down menu.
- Select **YRLY** from the **Submission** pull-down menu.
- Click **Search**. The Summary screen appears listing the **Collection**, **Submission**, **Category**, **Subcategory**, **Last Successful Run** (DTS), **Details**, number of **F**(atals), **S**(pecial Warnings), and **W**(arnings).

Collection ↑	Submission ↓	Category ↓	Subcategory ↓	Last Successful Run ↓	Details	F ↓	S ↓	W ↓
CSW	YRLY	Student	Student Basic Information	09:02 PM 09/20/2024	View	0	0	0
CSW	YRLY	Education Organization	Local Education Agency	09:02 PM 09/20/2024	View	0	0	0
CSW	YRLY	Education Organization	Campus	09:02 PM 09/20/2024	View	0	0	0
CSW	YRLY	Student	Enrollment (School Association)	09:02 PM 09/20/2024	View	0	0	0

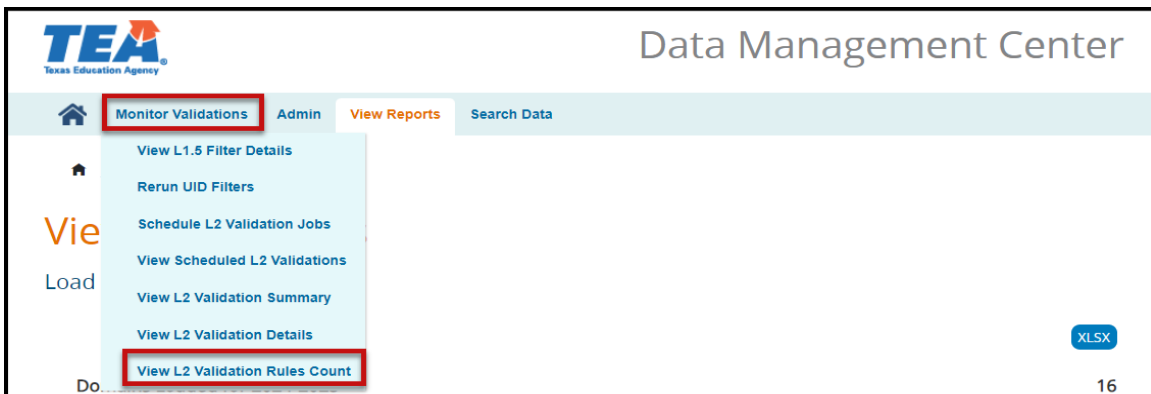
- Click the **View** hyperlink to view the actual errors for each subcategory.



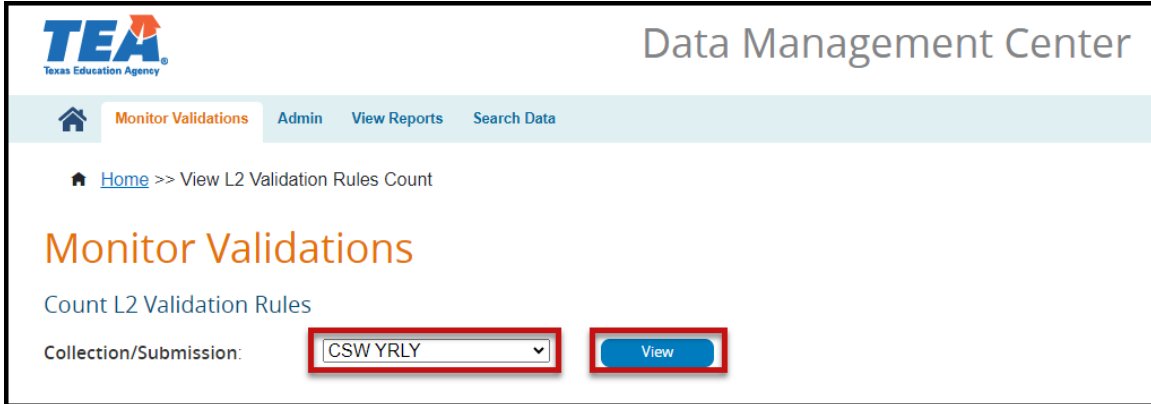
- Under **Monitor Validations** select **View L2 Validation Details** to view the L2 Validation error Details. The View L2 Validation Details screen appears.



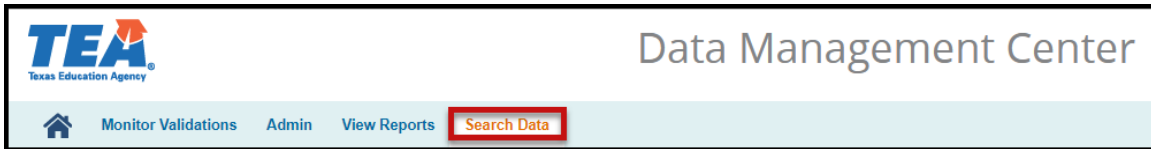
- Select **CSW** from the **Collection** pull-down menu.
- Select **YRLY** from the **Submission** pull-down menu.
- Select the **Severity** from the pull-down menu.
- Click **Search**. A screen will appear with the selected **Error Details**.



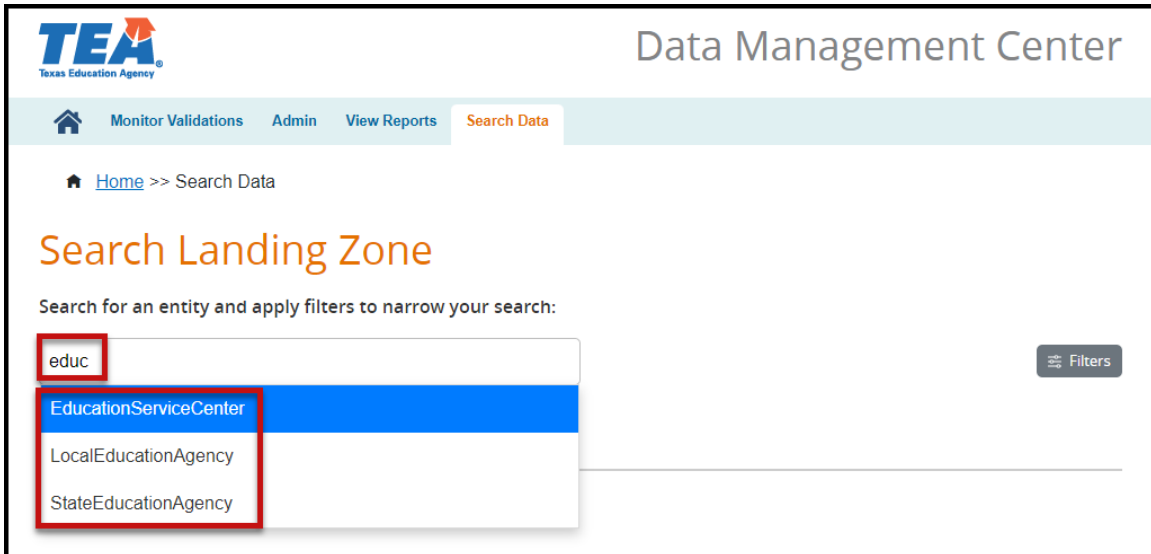
- Under **Monitor Validations** select **View L2 Validation Rules Count** to view the L2 Validation errors by count, no details. The Count L2 Validation Rules screen appears.



- Select **CSW YRLY** from the **Collection/Submission** pull-down menu.
- Click **View**. A list of errors by error number, description, and count appears.



- From the menu bar, select **Search Data**. The **Search Landing Zone** (IODS) screen appears.



- Enter the name of the entity you are searching for.

The screenshot shows the TEA Data Management Center interface. At the top left is the TEA logo. The main header is 'Data Management Center'. Below the header is a navigation bar with 'Monitor Validations', 'Admin', 'View Reports', and 'Search Data'. The 'Search Data' page is active, showing a breadcrumb 'Home >> Search Data'. The main heading is 'Search Landing Zone'. Below this is a search instruction: 'Search for an entity and apply filters to narrow your search:'. A search input field contains 'LocalEducationAgency'. To the right is a 'Hide Filters' button. Below the search field is a note: 'Entities that are not available in the Search field do not contain any data in your IODS.'. A filter dropdown menu is open, showing 'LocalEducationAgencyId' with a sub-input field containing '061802'. Below the filter is a 'Clear All' button and a 'Search' button, which is highlighted with a red border.

- Enter the information for the filter(s).
- Click **Search**. A table appears with an option to **View** the **JSON** (IODS) data.
- Click View to view the data in the IODS in TSDS Ed-Fi format.

```

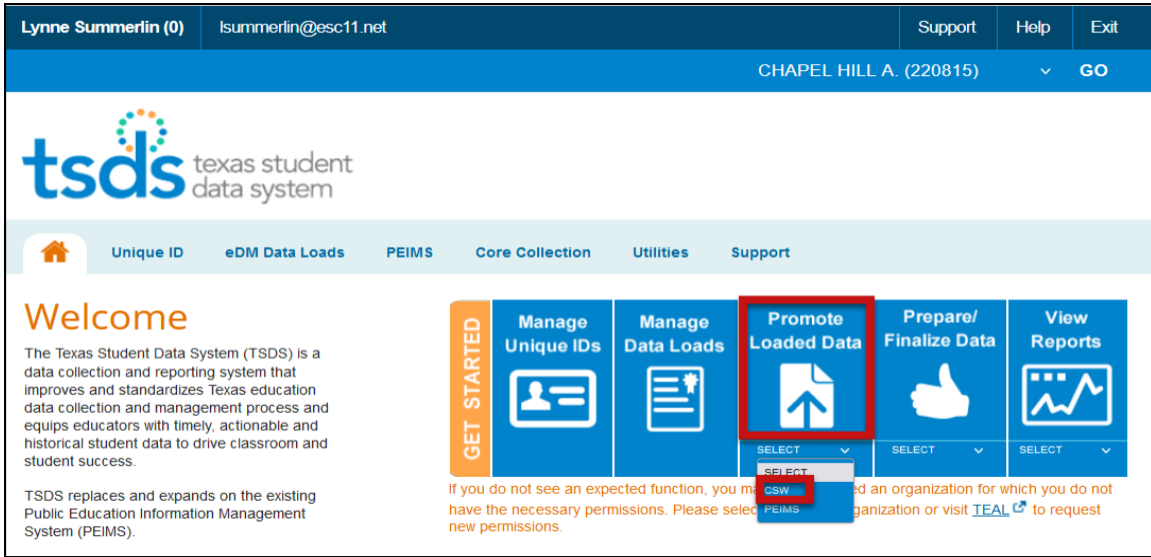
1  {
2  "id": "68d2185cbad945e5afa73ca651662fab",
3  "educationServiceCenterReference": {
4    "educationServiceCenterId": 220950,
5    "link": {
6      "rel": "EducationServiceCenter",
7      "href": "/ed-fi/educationServiceCenters/1b11a429f252481a91a9bc2bcd875264"
8    }
9  },
10 "localEducationAgencyId": 61802,
11 "nameOfInstitution": "NORTH TEXAS COLLEGIATE ACADEMY",
12 "shortNameOfInstitution": "61802",
13 "localEducationAgencyCategoryDescriptor": "uri://tea.texas.gov/LocalEducationAgencyCategoryDescriptor#02",
14 "addresses": [],
15 "categories": [
16   {
17     "educationOrganizationCategoryDescriptor": "uri://tea.texas.gov/EducationOrganizationCategoryDescriptor#01",
18   }
19 ],
20 "identificationCodes": [],
21 "indicators": [],
22 "institutionTelephones": [],
23 "internationalAddresses": [],
24 "_ext": {
25   "tx": {
26     "armedServicesVocAptBatteryDescriptor": "uri://tea.texas.gov/ArmedServicesVocAptBatteryDescriptor#06",
27     "familyEngagementPlanLink": "https://5il.co/1cInj",
28     "pkProgramEvaluationTypeDescriptor": "uri://tea.texas.gov/PKProgramEvaluationTypeDescriptor#01",
29     "totalCostSchoolBoardRequests": 0,
30     "totalNumSchoolBoardRequests": 0,
31     "giftedTalentedPrograms": [
32       {
33         "giftedTalentedProgramDescriptor": "uri://tea.texas.gov/GiftedTalentedProgramDescriptor#00"
34       }
35     ]
36   }
37 }

```

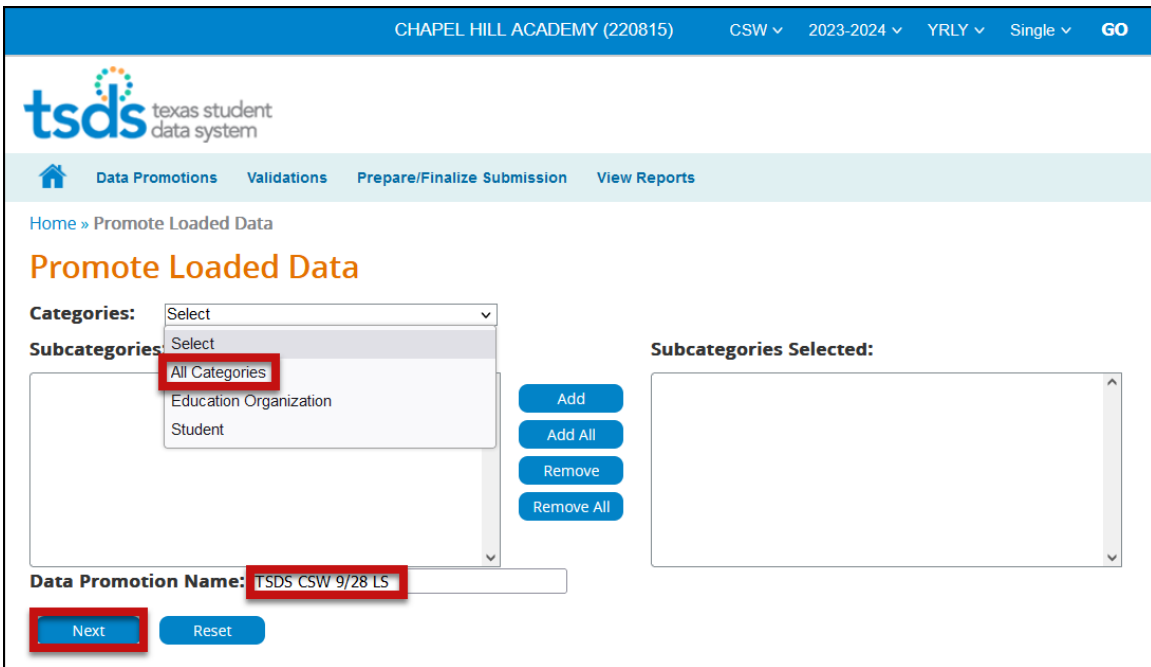
Promoting CSW files – Core Collection Promote Loaded Data

The eDM Promote Loaded Data tool allows users to promote data that has been loaded and batched.

- Log in to **TEAL** and select **Texas Student Data System Portal**.
- On the Home screen select **Core Collection > Promote Loaded Data**.



- The **Data Promotion** screen appears:



- Verify the correct submission is selected. If not, select it from the pull-down menu and click **GO**.
- From the **Categories** pull-down menu, select **All Categories** or the individual categories to be promoted. If individual categories are selected user may also select individual subcategories.
- Enter a **Data Promotion Name**.
- Click **Next** to continue or **Reset** to clear selections.
- The **Confirm Data Promotion** screen appears:

CHAPEL HILL ACADEMY (220815) CSW ▼ YYYY-YYYY ▼ YRLY ▼ Single ▼ GO

tsds texas student data system

Data Promotions Validations Prepare/Finalize Submission View Reports

Home » Summary Promote Data

Confirm Data Promotion

School Year: YYYY-YYYY
 Collection: CSW
 Organization: CHAPEL HILL ACADEMY
 Data Promotion Name: TSDS CSW 9/28 LS

Summary of Selected Category List

Organization Name	Categories/Subcategories
CHAPEL HILL ACADEMY	Education Organization/Campus
	Education Organization/Local Education Agency
	Student/Enrollment (School Association)
	Student/Student Basic Information

Submit Back Cancel

- Verify the **Categories/Subcategories**
- Click **Submit**, **Cancel**, or **Back**.
- The **Monitor Data Promotions** screen appears:

CHAPEL HILL ACADEMY (220815) CSW ▼ 2023-2024 ▼ YRLY ▼ Single ▼ GO

tsds texas student data system

Data Promotions Validations Prepare/Finalize Submission View Reports

Home » Monitor Data Promotions

Monitor Data Promotions

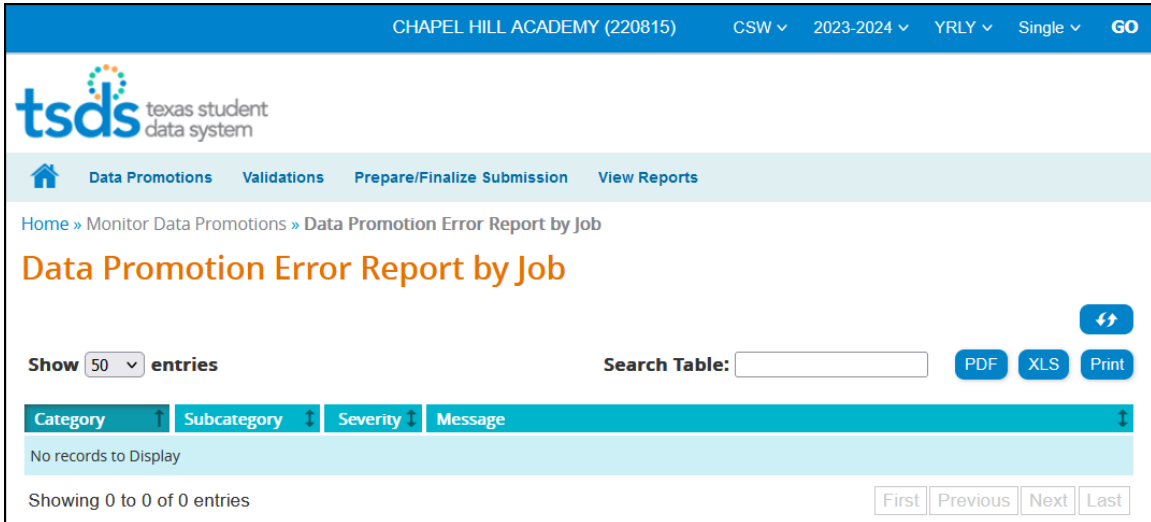
Show Search Criteria LEA Data Promotion Errors ↻

Show 50 entries Search Table: PDF XLS Print

Data Promotion Name	Submission	Scheduled By	Scheduled At	Status	Error Report
TSDS CSW 9/28 LS	YRLY	lynne.summerlin	09/28/2023 10:17 AM	COMPLETED	View

Showing 1 to 1 of 1 entries First Previous 1 Next Last

- This screen shows the status of the data promotion, promotion error reports, and a confirmation message that the data was promoted.
- To view any promotion errors, click the **View** link under Error Report or click the **LEA Promotion Errors** button.
- The **Data Load Error Report by Job** screen appears:

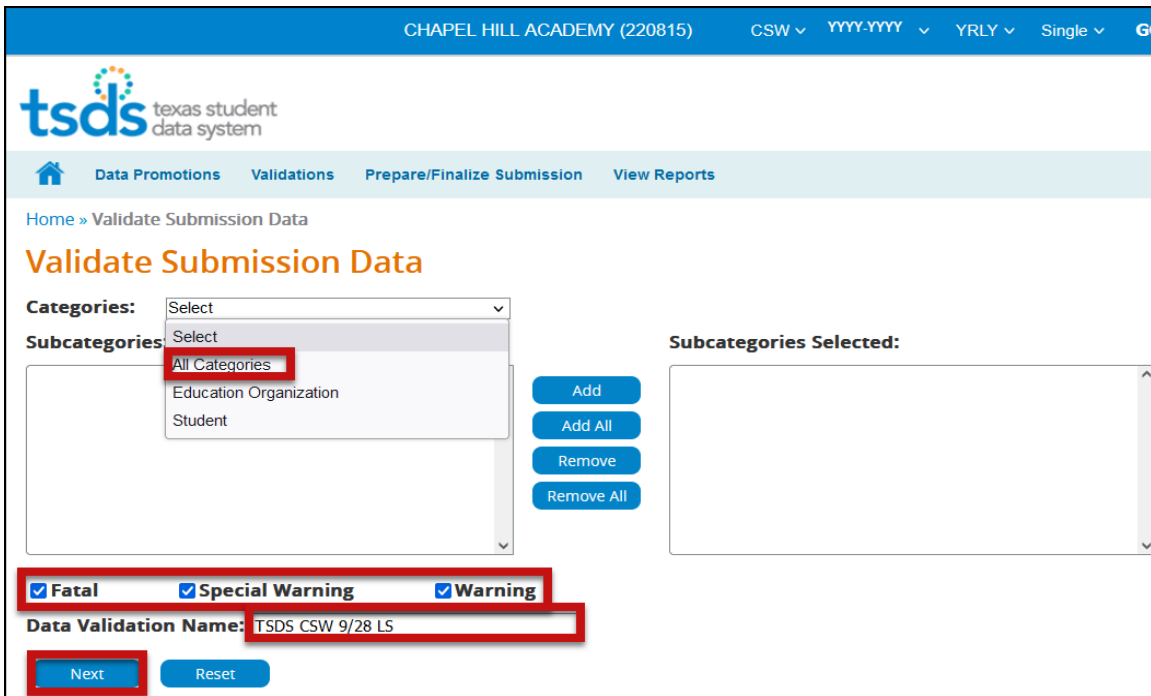
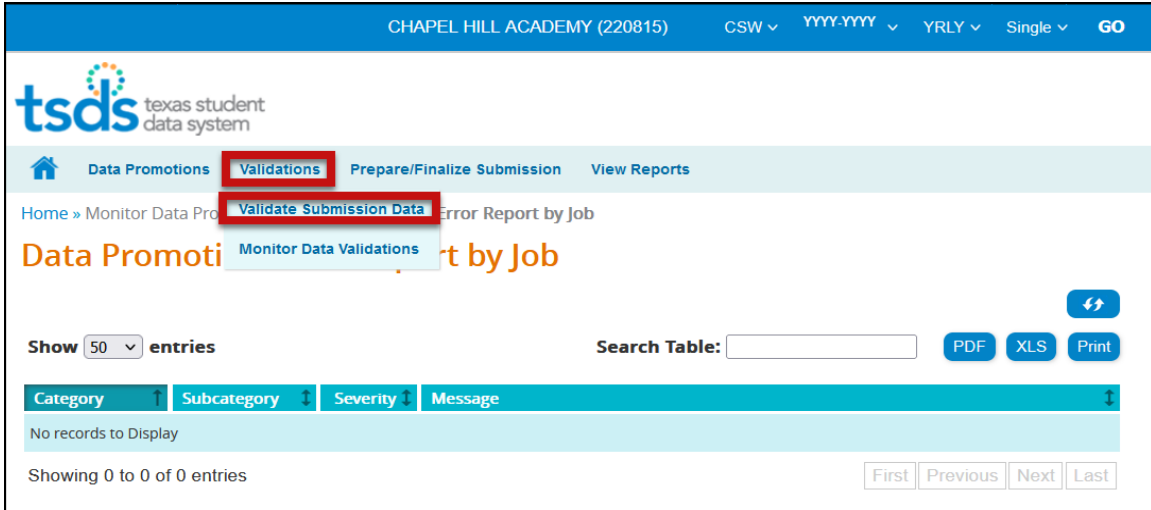


- This screen will list any errors by Category, Subcategory, Severity, along with the error message. Errors can be saved as a PDF or XLS file or can be printed by selecting the appropriate button.

Validating CSW files – TSDS Core Promote Loaded Data>Validations

The eDM Promote Loaded Data tool also allows users to validate data that has been promoted in TSDS. This is where the district will be able to view the Fatafs, Warnings, and Special Warnings for the submission.

- Log in to **TEAL** and select **Texas Student Data System Portal**.
- On the Home screen select **Promote Loaded Data**. Select the Validations tab > Validate Submission Data.



- From the **Categories** pull-down menu, select **All Categories** or the **individual categories** that are to be validated.
- Select the type of validation (**Fatal, Warning, Special Warning**).
- Enter a **Validation Name**.

- Click **Next** to continue the process or **Reset** to clear all options.
- The **Confirm Data Validation** screen appears:

CHAPEL HILL ACADEMY (220815) CSW YYY-YYYY YRLY Single GO

tsds texas student data system

Data Promotions Validations Prepare/Finalize Submission View Reports

Home » Confirm Data Validation

Confirm Data Validation

School Year:
Collection: CSW
Organization: CHAPEL HILL ACADEMY
Data Validation Name: TSDS CSW 9/28 LS

Summary of Selected Category List

Organization Name	Categories/Subcategories
CHAPEL HILL ACADEMY	Education Organization/Campus
	Education Organization/Local Education Agency
	Student/Enrollment (School Association)
	Student/Student Basic Information

Submit Back Cancel

- Verify the **Categories/Subcategories**
- Click **Submit**, **Cancel**, or **Back**.
- The **Monitor Data Validations** screen appears:

FORT WORTH ACADEMY OF FINE ARTS (220809) CSW YYY-YYYY YRLY Single GO

tsds texas student data system

Data Promotions Validations Prepare/Finalize Submission View Reports

Home » Monitor Data Validations

Monitor Data Validations

Show Search Criteria LEA Validation Errors

Show 50 entries Search Table: PDF XLS Print

Data Validation Name	Submission	Scheduled By	Scheduled At	Status	Error Report
TSDS CSW 9/28 LS	YRLY	lynn.summerlin	09/28/2022 03:39 PM	COMPLETED WITH ERRORS	View

Showing 1 to 1 of 1 entries First Previous 1 Next Last

- This screen shows the status of the data validations, validation error reports, and a confirmation message that the data has been submitted.

- To view validation errors by job, click the **LEA Validation Errors** button or **View** und Error Report.

FORT WORTH ACADEMY OF FINE ARTS (220809) CSW YYYY-YYYY YRLY Single GO

tsds texas student data system

Data Promotions Validations Prepare/Finalize Submission View Reports

Home » Monitor Data Validations » Validation Errors by Job

Validation Errors by Job

Show 50 entries Search Table: PDF XLS Print

Category	Subc.	Sev	Rule	Message
Education Organization	Campus	S	10020-0060: If CHARTER-ADMISSION-WAITLIST-INDICATOR-CODE (campus) is "1", then there should be at least one student enrollment with a matching CAMPUS-ID that has CHARTER-WAITLIST-INDICATOR-CODE (student) of "1".	Error Data: [Data is missing or invalid] Identifying Info: DISTRICT-ID: 220809, CAMPUS-ID: 220809001, CAMPUS-NAME: FORT WORTH ACADEMY OF FINE ARTS

Showing 1 to 1 of 1 entries First Previous 1 Next Last

- This screen will list any errors by Category, Subcategory, Severity, along with the error message.
- Errors can be sorted by the individual columns. The errors can also be saved as a **PDF** or **XLS** file or can be printed by selecting the appropriate button.
- The **Search Table** option can be used to search the errors by any field such as **Rule Number**, **Student UID**, **specific Category** or **Subcategory**, etc.

View Reports – CSW0-100-001 CSW Roster Report

Report must be run and verified prior to and after completing the CSW data submission.

To access the reports:

- Log in to **TEAL** and select **Texas Student Data System Portal**.
- On the Home screen select **CSW** under **View Reports**. Click **View Reports**.

CHAPEL HILL A. (220815) GO

tsds texas student data system

Unique ID EDM Data Loads PEIMS Core Collection Utilities Support

Welcome

The Texas Student Data System (TSDS) is a data collection and reporting system that improves and standardizes Texas education data collection and management process and equips educators with timely, actionable and historical student data to drive classroom and student success.

TSDS replaces and expands on the existing Public Education Information Management System (PEIMS).

GET STARTED

- Manage Unique IDs
- Manage Data Loads
- Promote Loaded Data
- Prepare/Finalize Data
- View Reports**

If you do not see an expected function, you may have selected an organization for which you do not have the necessary permissions. Please select a different organization or visit [TEAL](#) for new permissions.

- Or reports can be accessed in **Core Collection > CSW > View Reports**.

CHAPEL HILL ACADEMY (220815) CSW YYY-YYYY YRLY Single GO

tsds texas student data system

Data Promotions Validations Prepare/Finalize Submission **View Reports**

CHAPEL HILL ACADEMY (220815) CSW YYY-YYYY YRLY Single GO

tsds texas student data system

Data Promotions Validations Prepare/Finalize Submission View Reports

Home » View Reports

View Reports

Help	Report #	Report Name	XLS		PDF		CSW	
			Status	Run	Status	Run	Status	Run
?	CSW0-100-001	CSW Roster Report				Run		Run

- Under **View Reports**, click the arrow in the **Run** column for the appropriate report.

- The **CSW Roster** report requires **Parameters** be selected. Select the appropriate parameters and click **Run**.

Help	Report #	Report Name	XLS		PDF		CSV	
			Status	Run	Status	Run	Status	Run
?	CSW0-100-001	CSW Roster Report			DOWNLOAD	🔄		🔄

- Click Download to view the reports.

Texas Education Agency
CSW0-100-001
v24.0.1
*** CONFIDENTIAL ***
LEA: 220815 - CHAPEL HILL ACADEMY

TSDS CSW ROSTER REPORT
LEA-level Data
All
2023 - 2024 First Submission

Thursday 09/28/2023 10:35 AM
Page 1 of 2

Campus: CHAPEL HILL ACADEMY - 220815101

Enrollment Capacity: 754 # of Charter Students Enrolled: 541 Charter Admission Waitlist Indicator: Y

Student Name	Unique ID	Student ID	Sex	Date of Birth	Grade Level	CSW Code
	5179829509		F		01	Y
	1866817582		F		01	Y
	7584794149		M		01	Y
	6986551312		F		07	Y

TSDS – Core CSW Prepare/Finalize Process

Once data has been validated and is fatal free, the district will prepare and finalize the data which will include completing the process.

Home » Prepare / Finalize Submission

Prepare / Finalize Submission

LEA Overview

Organization Data Status: **VALIDATED** Complete Reset

Organization Name: CHAPEL HILL ACADEMY

Organization ID: 220815

School Year:

Collection: CSW

Submission: YRLY

Submission Instance: Single

Total Fatal Errors: 0

Total Subcategories Promoted: 4

Total Subcategories Validated: 4

Show entries Search:

PDF XLS Print

Category ↑	Subcategory ↑	Last Promoted on ↓	Promoted By ↓	Records ↓	Error Report ↓	F ↓	SW ↓	W ↓	Data Status ↓
Education Organization	Campus	09/28/2023 10:17 AM	lynne.summerlin	1	View	0	0	0	VALIDATED
Education Organization	Local Education Agency	09/28/2023 10:17 AM	lynne.summerlin	1	View	0	0	0	VALIDATED
Student	Enrollment (School Association)	09/28/2023 10:17 AM	lynne.summerlin	4	View	0	0	0	VALIDATED
Student	Student Basic Information	09/28/2023 10:17 AM	lynne.summerlin	4	View	0	0	0	VALIDATED

- Click **Complete**. This prompts another validation of the data. A **Completion Process Status** message appears showing the progress.
- If there are no fatals, the data returns with a status of **VALIDATED**
- If there are no fatals, the data returns with a status of **COMPLETE**.
- A message appears to check the box to acknowledge the data is promoted, validated, reviewed for accuracy and authenticity, and all special warnings and warnings have been reviewed and confirmed.

Check the box and click **CONFIRM**.

Reset Submission

If you need to reset the data to its original state after completion, click the **Reset** button. You can reset your submission until TEA’s submission due date. Once the submission is marked complete, the data status is set to **LEA – DATA COMPLETE** and further edits to the data are not available.

Charter School Waitlist Resources

Links:

<https://tealprod.tea.state.tx.us/TWEDSAPI/30/0/0/Overview/List/971>

TWEDS Charter School Waitlist

<https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-schools>

TEA Charter Schools Website

charterschools@tea.texas.gov

TEA Charter School Division Email

<https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-student-admission-application-forms>

Charter Student Admission Application Forms

Knowledge Base Articles:

TSDSKB-606 TEAL Roles for Core Collections

TSDSKB-613 Charter School Waitlist FAQs

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