

## TSDS Submission Expectations for Local Education Agencies

### Texas Education Data Standards

Local Education Agencies (LEAs) are responsible for:

1. Submitting **current, complete, and accurate data** required for each PEIMS and TSDS Collection;
2. Validating data per **business rules and validations**;
3. Correcting all errors during the data validation process **in a timely manner**; and
4. Delivering **“fatal-free” corrected PEIMS and TSDS Submission data** on or before the due dates set by their ESCs and TEA.

## Recommended Internal LEA Timelines

TEA regularly reaches out to ESC support staff to check the status of all TSDS submissions. To best serve ESC Region 11 LEAs, the TSDS support team recommends the following internal deadlines to ensure success:

### Daily Data Syncs

- Keep all data systems updated regularly

### Initial Promote and Validate Data within TSDS

- Complete at least **4 weeks prior** to submission deadlines  
*For the Attendance Submission, this process must be completed at least 2 weeks prior*
- Utilize the Pirate Method  
**Audit → Revise → Review → Repeat**

### Final Report Review

- Complete **14 days prior** to submission deadlines
- Reports generated in TSDS
- Validation performed by appropriate staff
- Approval signatures collected

### Final Submission & Superintendent Approval

- Complete **7 days prior** to submission deadlines

**LEAs should proactively notify the ESC Region 11 TSDS Support Team of any circumstances that may impact the ability to meet submission deadlines.**

## Key Responsibilities

### PEIMS Coordinator

- Verify all TSDS applicable roles and privileges are correctly assigned within TEAL
  - Ensure the **Superintendent has the Approver Role** for all submissions
  - Confirm designated staff have **Completer Roles** assigned
- Oversee data collection and submission process
  - **Communicate** timelines and requirements to all relevant staff
  - **Access the DMC** in TSDS to review Level 1.5 and 2 filter details, and Unaffiliated Staff and Student Reports
  - Run TSDS reports and **verify** source system data has been validated
  - Ensure final **Superintendent approval** is completed

### Campus & Program Staff

- Enter and **verify** student and staff data
- Meet internal **deadlines** set by the LEA
- Compare source system reports and TSDS reports for **accuracy**

### Superintendent

- Be aware of approaching deadlines
- Certify the **accuracy and completion** of all submissions and collections

## Best Practices

- Stay informed on **new data elements and requirements**
- Attend all training sessions provided, and share updates with relevant staff
- Promote **open communication** across departments (HR, Student Services, CTE, etc.)
- Run validation reports **frequently**, not just near deadlines
- Address errors **early** to allow sufficient time for corrections and review
- **Document** all corrections and data-related decisions
- Plan proactively to meet submission deadlines
  - Maintain a **backup plan** for key responsibilities
  - Crosstrain team members to step in when necessary, ensuring continuity
  - Ensure backup staff have **appropriate TEAL access**
  - **Share knowledge** and resources across the team
  - Plan for **calendar conflicts** and key dates that could affect timelines
    - Holidays
    - Winter Break and Spring Break
    - Summer closures and yearly contract end dates for staff
    - Staff vacations
    - Unexpected events (e.g., bad weather, family emergencies)