

**SELA Submission Quick Reference**

1. Apply for necessary TEAL/TSDS roles.
* ODS Data Loader
* Core Data Completer w/SELA Access Privileges
* Core Data Approver w/SELA Access Privileges
1. Download & Install ***Validation Tool*** –TEAL>Texas Student Data System Portal>Utilities>Download Validation Tool.
2. Download & Install ***Notepad++.***
3. Extract data in student software.
4. Create TSDS Interchange files.
* EducationOrganization
* StudentParent
* StudentProgram
1. Validate files using the Validation Tool – check for errors.
2. Upload TSDS files in TEAL>Texas Student Data System Portal>Manage Data Loads>Interchange Uploads>2024 TSDS – check for errors (X).
3. Select the files to ***Add to Batch*** in File Manager.
4. ***View Batch.***
5. Name the batch in the comments area.
6. ***Process Batch*** – check for errors (X).
7. Verify correct submission at top of screen.



1. Promote the data in TEAL>Texas Student Data System Portal>Promote Loaded Data>Data Promotions tab.
2. Confirm the Data Promotion – check for errors.
3. Validate the data in TEAL>Texas Student Data System Portal>Promote Loaded Data>Validations tab.
4. Confirm the Data Validation – check for Fatals, Specials, and Warnings.
5. If new files need to be loaded to correct errors, use the ***Delete Utility*** – TEAL>Texas Student Data System Portal>Manage Data Loads>Delete Utility or the Delete option in File Manager.
6. Repeat Steps 5 through 18 as needed until fatal free and all specials and warnings have been verified.
7. Print and verify reports.
8. Complete the submission.

\*\*\*\*\*\*Don’t forget the checkbox\*\*\*\*\*\*