



SUBMIT STUDENT DATA

Please **send your student** data to Vantage in accordance with the following procedures. By submitting your student data, you will be given access to use both the math and science components of the TMDS & TSDS application.

1. **Step 1.** Obtain the student data template from the TMDS & TSDS homepage by visiting either URL, www.accesstmds.com or www.accesstsd.com, and clicking on the *Sign Up* link.
2. **Step 2.** There are two ways in which you can choose to send your template. You may either (1) download the student data into the template or (2) create your own excel spreadsheet. If you have previously used TMDS & TSDS, then you will notice that the import template format has changed slightly from the template used last year.

When creating your own spreadsheet, the data must align in the same columns as stated in the template (and stated below, Columns A through L with the following data for each student who will test with TMDS:

- **Column A:** District ID
 - **Column B:** School ID
 - **Column C:** Student ID (SSN or PEIMS ID only!)
 - **Column D:** Student First Name
 - **Column E:** Student Last Name
 - **Column F:** Student Middle Name
 - **Column G:** Date of Birth
 - **Column H:** Gender Code
 - **Column I:** Grade Level Code
 - **Column J:** Ethnicity Code
 - **Column K:** Economic Disadvantaged Code
 - **Column L:** Email Address (optional)
3. **Step 3.** Ensure your data meets the following PEIMS data definitions and formats. (See Data Definitions Chart Below). Unless the import templates follow the data definitions and formats exactly, we will not be able to load your data into TMDS & TSDS.
 4. **Step 4:** Save, Zip and Password Protect Your Student Data File.
 - *Name the file pursuant to this protocol: districtname_student.xls*
 5. **Step 5:** Email Your Zipped, Password Protected File to Vantage Learning, tmds-import-data@vantage.com.
 - Please allow up to 5 business days for Vantage to load your data
 6. **Step 6:** Receive email confirmation from Vantage that your student data was loaded.
 7. **Step 7:** Send your Administrator data or begin using the system.
 - If you have not sent your administrator data, kindly do so.
 - If you have already sent your administrator data and received your usernames and passwords, you may begin using the system.



STUDENT DATA FIELD DEFINITIONS & FORMATS

The language for these definitions and formats is drawn directly from the state PEIMS manual.

1. DISTRICT-ID (6 digits) - indicates the district identification number registered with the TEA.
2. SCHOOL/CAMPUS ID (3 digits) - indicates the unique campus identification number of the campus in which the student is enrolled.
3. STUDENT-ID (9 digits) - the student's **Social Security number** or **PEIMS identification number**. This serves as the student's unique identifier within the application.
4. FIRST-NAME (up to 17 digits) - identifies a person's legal first name. Do not use periods. Do not use any punctuation other than a hyphen or a single apostrophe.
5. LAST-NAME (up to 25 digits) - identifies a person's legal last name. Do not use periods. Do not use any punctuation other than a hyphen or single apostrophe.
6. MIDDLE-NAME (up to 14 digits) - identifies a person's legal middle name. For students, a single initial or the entire middle name may be entered. If the student has no middle name, the field should contain at least one equal sign (=), and not more than 14 equal signs. This field may not be blank for students. Do not use periods. Do not use any punctuation other than a hyphen or a single apostrophe.
7. DATE-OF-BIRTH (8 digits) - indicates the birth date. *Format = mmddyyyy*
8. GENDER/SEX-CODE (1 digit) - identifies the gender of the person.
 - M = Male, F = Female
9. GRADE-LEVEL-CODE (1 or 2 digits) - indicates the current grade level of the student.
 - 3 = Third Grade
 - 4 = Fourth Grade
 - 5 = Fifth Grade
 - 6 = Sixth Grade
 - 7 = Seventh Grade
 - 8 = Eighth Grade
 - 9 = Ninth Grade
 - 10 = Tenth Grade
 - 11 = Eleventh Grade
 - 12 = Twelfth Grade
 - -99 = Unspecified
10. ETHNICITY-CODE (1 digit) - identifies the person's ethnic origin.
 - -2 = Nondisclosed
 - 1 = American Indian or Alaskan Native
 - 2 = Asian or Pacific Islander
 - 3 = Black, not of Hispanic origin
 - 4 = Hispanic
 - 5 = White, not of Hispanic origin
11. ECONOMIC STATUS
 - 00 = No, not economically disadvantaged
 - 01 = Eligible for free lunch program
 - 02 = Eligible for reduced-price lunch program
 - 99 = Economically disadvantaged by other criteria