Information on the Texas Formative Assessment Resources (TFAR) Data Extraction & Submission for Student Information System (SIS) Vendors

We have good news! A district's SIS vendor **can create and manage** the TFAR data file extraction on behalf of the district. Each district's testing coordinator (DTC) will be provided with Secure File Transfer Protocol (SFTP) credentials. If the SIS vendor is going to fully manage the process, the DTC will need to provide the SFTP credentials to the SIS vendor.

To do this, the following process between District/SIS Vendor and Pearson will occur:

District/SIS Vendor
1. Review the *2021 Texas Formative Assessment Resource (TFAR) Student/Teacher Registration File Format* found on the [TFAR](#) webpage.
2. Create a script/report in the SIS system to extract data into the required format.
3. Submit the initial data registration file to the specified SFTP location.

Pearson
4. Once the TFAR source data appears in the Pearson environment, it will be removed from the SFTP. Data loading happens each night and will produce a validation report, which either passes or fails:
   a. If the data **passes all validation** checkpoints, it is loaded to the secured Schoolnet Operational Database (SN ODB) and source files are archived on Schoolnet servers.
   b. If the data **fails validation**, Pearson staff will review the data to determine the issue, and a Pearson support team member will contact the DTC. The DTC must communicate this information to the SIS vendor.

District/SIS Vendor
5. *If the data fails validation,* make script/data adjustments and extract and submit data once again to the specified SFTP location.
6. Once data has successfully loaded, the SIS vendor can then automate the extract to run nightly (recommended) or on a weekly or biweekly basis. Please note, data is loaded at night so only one data load can be submitted per day.
   a. Data should be submitted no later than 7 P.M. CT.
   b. Ongoing submissions must be cumulative, meaning they must contain all data from the beginning of the school year to current.

Please note, data that comes in nightly will always be validated. Should there be an issue with the data, it will not be loaded. Existing data will remain as is and not be impacted. A Pearson support team member will contact the district regarding the issue. Typically, once any issues are worked out, the nightly SIS extract and load to Schoolnet will run without issue.

If you need assistance with submitting a registration file, please contact the Pearson Customer Service Center at 1-800-627-0225.