



# tsds\_peims\_fall\_checklist



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**TSDS PEIMS Fall Submission - Quick Checklist**

**District:**

**Anticipated Completion Date:**

**Team Members:**

✓ Step	Completion Date	Completed By	Notes
Run the <b>Set Student CTE Indicators</b> utility			
Verify Student data:			
• Master Schedule (Grade Reporting)			
• Graduation Plan			
• Registration			
• Special Ed			
Verify Business data:			
• District Administration			
• Finance			
• Payroll			
• Personnel			
Verify options.			
Clear previous year data.			
Update crosswalks.			
Extract or import data.			
Verify and update organization data.			
Correct frozen data.			
Run extract reports.			
Create XML file.			