



TSDS PEIMS Summer Submission Quick Checklist

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District:

Anticipated Completion Date:

Team Members:

✓ Step	Completion Date	Completed By	Notes
Run the Set Student CTE Indicators utility.			
Verify options.			
Clear previous year data.			
Verify Student data:			
• Attendance			
• Discipline			
• Grade Reporting			
• Graduation Plan			
• Registration			
• Special Ed			
Extract or import data.			
Verify and update organization data.			
Correct frozen data.			
Run extract reports.			
Create XML file.			