



## ASCENDER GUIDES



# **tsds\_peims\_summer\_checklist**



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**TSDS PEIMS Summer Submission - Quick Checklist****District:****Anticipated Completion Date:****Team Members:**

<b>✓ Step</b>	<b>Completion Date</b>	<b>Completed By</b>	<b>Notes</b>
Run the <b>Set Student CTE Indicators</b> 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.			

**Summer PEIMS Reports**

<b>✓ Step</b>	<b>Completion Date</b>	<b>Completed By</b>	<b>Notes</b>
Run the <b>Set Student CTE Indicators</b> utility.			