Updating TSDS for Student - Quick Checklist

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✔	**Step**	**Completion Date**	**Completed By**	**Notes**
	Step 1: TSDS Settings in District Administration			
	Enter TSDS Options.			
	Enter TSDS Connection Information. (Key and Secret)			
	Business-only LEAs: Verify the ESC County/District number is correct. (It should NOT be the LEA number.)			
	Exclude non-instructional campuses from TEA reporting. **Business-only LEAs**: Exclude all campuses from TEA reporting.			
	Step 2: District Settings in Registration			
	Enter District Website and Email.			
	Verify the ESC County/District number is correct. (It should NOT be the LEA number.)			
	Verify info on the State Reporting tab is correct.			
	Enter the Local Program to TEA PEIMS Codes.			
	Step 3: Grade Reporting Changes			
	Update all local services IDs to be unique for each course.			
	Step 4: Finance TSDS Crosswalks			
	If LEA uses ASCENDER Business, map financial data from the LEA's set of accounts to TEA's Chart of Accounts for both the current and previous file IDs.			