



# Updating TSDS for Student - Quick Checklist



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# Updating TSDS - Quick Checklist

|   |   |                        |                     |              |
|---|---|------------------------|---------------------|--------------|
| <100% 5%  |   |                        |                     |              |
| 35% 10%   |   |                        |                     |              |
| 10%   |   |                        |                     |              |
| 100%>   |   |                        |                     |              |
| <b>Updating TSDS - Quick Checklist</b>                  |   |                        |                     |              |
| ✓   | <b>Step</b>   | <b>Completion Date</b> | <b>Completed By</b> | <b>Notes</b> |
| <b>Step 1: TSDS Settings in District Administration</b> |   |                        |                     |              |
|   | Enter TSDS Options.   |                        |                     |              |
|   | Enter TSDS Connection Information. (Key and Secret)   |                        |                     |              |
|   | <b>Business-only LEAs:</b> Verify the ESC County/District number is correct. (It should NOT be the LEA number.)   |                        |                     |              |
|   | Exclude non-instructional campuses from TEA reporting.<br><br><b>Business-only LEAs:</b> Exclude all campuses from TEA reporting.                       |                        |                     |              |
| <b>Step 2: District Settings in Registration</b>        |   |                        |                     |              |
|   | 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.   |                        |                     |              |
| <b>Step 3: Grade Reporting Changes</b>                  |   |                        |                     |              |
|   | Update all local services IDs to be unique for each course.   |                        |                     |              |
| <b>Step 4: Finance TSDS Crosswalks</b>                  |   |                        |                     |              |
|   | 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. |                        |                     |              |