



## Updating TSDS for Student - Quick Checklist



## Table of Contents

<b>Updating TSDS for Student - Quick Checklist</b> .....	i
<b>Updating TSDS - Quick Checklist</b> .....	1



# Updating TSDS - Quick Checklist

<100% 5% 35% 10% 10% 75%>				
---------------------------------	--	--	--	--

## Updating TSDS - Quick Checklist

✓	Step	Completion Date	Completed By	Notes
---	------	-----------------	--------------	-------

### Step 1: TSDS Settings in District Administration

	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.  <b>Business-only LEAs:</b> 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.			
--	---	--	--	--