



Updating TSDS for Student - Quick Checklist

Table of Contents

Updating TSDS for Student - Quick Checklist i
Updating TSDS - Quick Checklist 1

Updating TSDS - Quick Checklist

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| <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) | | | |
| | 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. | | | |