


# Updating TSDS for Student - Quick Checklist

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# Updating TSDS - Quick Checklist

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|---|---|---|---|---|
| ✓ | **Step** | **Completion Date** | **Completed By** | **Notes** |
| **Registration Changes** | | | | |
| | **District Profile** | | | |
| | Verify the ESC County/District number is correct. (It should NOT be the LEA number.) | | | |
| | Enter District Website and Email. | | | |
| | Verify info on the State Reporting tab is correct. | | | |
| | Enter the Local Program to TEA PEIMS Codes. | | | |
| | **Campus Profile** | | | |
| | Maintain the Demographic Info tab with the campus demographic data, such as the campus name, address, and phone number. | | | |
| | Verify and enter data onto the Control Info tab that applies to each campus and ensure the Campus Low Grade Level and High Grade Level information is entered and correct. | | | |
| | **Student Enrollment** | | | |
| | Update Prior Leaver data as required. | | | |
| **Grade Reporting Changes** | | | | |
| | Update all local services IDs to be unique for each course. | | | |
| | Enter instructional staff responsibility records on the campus schedule section's meeting time. | | | |
| | Update the Grade Reporting TSDS Crosswalks as appropriate. | | | |
| **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. | | | |
| **Personnel Changes** | | | | |
| | Enter all non-instructional staff responsibility records in Personnel. | | | |
| **TSDS Settings in District Administration** | | | | |
| | Exclude non-instructional campuses from TEA reporting. **Business-only LEAs**: Exclude all campuses from TEA reporting | | | |
| | 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.) | | | |
| | Make selections on **Domains & Entities** as described in the ASCENDER TSDS New School Year Best Practices Guide. | | | |
| | Review the **Extract Errors** reports and the **TSDS Level 1 Errors** report *(this is an ongoing activity)*. | | | |