



# **TSDS PEIMS Summer Submission Quick Checklist**



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<b>TSDS PEIMS Summer Submission - Quick Checklist</b>			
<b>District:</b>			
<b>Anticipated Completion Date:</b>			
<b>Team Members:</b>			
<b>✓ Step</b>	<b>Completion Date</b>	<b>Completed By</b>	<b>Notes</b>
Verify options.			
Clear previous year data.			
Verify Student data:			
• Attendance			
• Discipline			
• Grade Reporting			
• Graduation Plan			
• Registration			
• Special Ed			
Verify Business data:			
• Human Resources			
Extract or import data.			
Verify and update organization data.			
Correct frozen data.			
Run extract reports.			
Create XML file.			



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