



TSDS PEIMS Summer Submission Quick Checklist

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TSDS PEIMS Summer Submission - Quick Checklist**District:****Anticipated Completion Date:****Team Members:**

✓ Step	Completion Date	Completed By	Notes
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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