

Updating TSDS - Quick Checklist

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✓	**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.			


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