



## Updating TSDS - Quick Checklist



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# Updating TSDS - Quick Checklist

<b>Updating TSDS - Quick Checklist</b>				
<input checked="" type="checkbox"/> Step		Completion Date	Completed By	Notes
<b>Step 1: TSDS Settings in District Administration</b>				
Enter TSDS Options.				
Enter TSDS Connection Information. (Key and Secret)				
<b>Business-only LEAs:</b> Verify the ESC County/District number is correct. (It should NOT be the LEA number.)				
Exclude non-instructional campuses from TEA reporting.				
<b>Business-only LEAs:</b> Exclude all campuses from TEA reporting.				
<b>Step 2: District Settings in Registration</b>				
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.				
<b>Step 3: Grade Reporting Changes</b>				
Update all local services IDs to be unique for each course.				
<b>Step 4: Finance TSDS Crosswalks</b>				
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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