



# Updating TSDS - Quick Checklist



# Table of Contents

**Updating TSDS - Quick Checklist** ..... 1



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✓ 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.			



## Back Cover