



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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