

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.			
	Enter instructional staff responsibility records on the campus schedule section's meeting time.			
	Update the Grade Reporting TSDS Crosswalks as appropriate.			
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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