

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: Registration Changes				
	District Profile			
	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.			
	Campus Profile			
	Maintain the Demographic Info tab with the campus demographic data, such as the campus name, address, and phone number.			
	Verify and enter data onto the Campus Profile > Control Info tab that applies to each campus and ensure the Campus Low Grade Level and High Grade Level information is entered and correct.			
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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