

Updating TSDS - Quick Checklist

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✓	**Step**	**Completion Date**	**Completed By**	**Notes**
Registration Changes				
	District Profile			
	Verify the ESC County/District number is correct. (It should NOT be the LEA number.)			
	Enter District Website and Email.			
	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 Control Info tab that applies to each campus and ensure the Campus Low Grade Level and High Grade Level information is entered and correct.			
	Student Enrollment			
	Update Prior Leaver data as required.			
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.			
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.			
Personnel Changes				
	Enter all non-instructional staff responsibility records in Personnel.			
TSDS Settings in District Administration				
	Exclude non-instructional campuses from TEA reporting. **Business-only LEAs**: Exclude all campuses from TEA reporting			
	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.)			
	Make selections on **Domains & Entities** as described in the ASCENDER TSDS New School Year Best Practices Guide.			
	Review the **Extract and Errors** reports and the **TSDS Level 1 Errors** report.			


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