



## Updating TSDS - Quick Checklist



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✓ Step	Completion Date	Completed By	Notes
<b>Registration Changes</b>			
<b>District Profile</b>			
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.			
<b>Campus Profile</b>			
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.			
<b>Student Enrollment</b>			
Update Prior Leaver data as required.			
<b>Grade Reporting Changes</b>			
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.			
<b>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.			
<b>Personnel Changes</b>			
Enter all non-instructional staff responsibility records in Personnel.			
<b>TSDS Settings in District Administration</b>			
Exclude non-instructional campuses from TEA reporting. <b>Business-only LEAs:</b> Exclude all campuses from TEA reporting			
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.)			
Make selections on <b>Domains &amp; Entities</b> as described in the <a href="#">ASCENDER TSDS New School Year Best Practices Guide</a> .			
Review the <b>Extract and Errors</b> reports and the <b>TSDS Level 1 Errors</b> report ( <i>this is an ongoing activity</i> ).			



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