



Updating TSDS for Student - Quick Checklist

Table of Contents

Updating TSDS - Quick Checklist 1

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Updating TSDS - Quick Checklist				
✓	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.			



Back Cover