



TSDS PEIMS Summer Submission Quick Checklist

Table of Contents

TSDS PEIMS Summer Submission - Quick Checklist			
District:			
Anticipated Completion Date:			
Team Members:			
✓ Step	Completion Date	Completed By	Notes
Verify options.			
Clear previous year data.			
Verify Student data:			
• Attendance			
• Discipline			
• Grade Reporting			
• Graduation Plan			
• Registration			
• Special Ed			
Verify Business data:			
• Human Resources			
Extract or import data.			
Verify and update organization data.			
Correct frozen data.			
Run extract reports.			
Create XML file.			



Back Cover